# CBP Voluntary Bus APIS Guide

U.S. Customs and Border Protection
Office of Field Operations

Version 1.3
September 2011

SUITABLE FOR PUBLIC DISSEMINATION

## Executive Summary

The CBP Voluntary Bus APIS Program is designed to facilitate bus travel and improve border security by providing for the voluntary submission of Advance Passenger Information System (APIS) manifest data to U.S. Customs and Border Protection (CBP) for buses arriving in or departing from certain United States ports of entry. In order to be effective, the electronic submission of APIS manifest data for passengers and employees should be submitted in the proper format and within the suggested timeframes.

This guide instructs bus operators in the use of the APIS Generator spreadsheet to create the APIS manifest. It also provides detailed instructions for formatting each of the data elements contained in the APIS manifest.

This document is intended as general guidance to assist persons responsible for submitting bus APIS data. This document does not create or confer any right or benefit on any person or party, private or public.

# Table of Contents

**I. APIS Manifest Submission Information**…… **3**

**II. APIS Generator** ……..……. **4**

**III. Data Elements**…….. **5**

**A. Contact Information Tab**…… **6**

**B. Trip Information Tab**……... **8**

**C. Traveler Information Tab**……. **10**

**IV. CBP Contact Information**……. **13**

## I. APIS Manifest Submission Information

Bus carriers have the opportunity to voluntarily submit trip and traveler information for buses arriving in or departing from the United States. Information can be submitted to CBP electronically through the CBP Electronic Advance Passenger Information System (eAPIS) by uploading a United Nations/Electronic Data Interchange for Administration, Commerce, and Trade (UN/EDIFACT) compliant document.

eAPIS is a secure web portal that allows users to submit APIS manifests. It is found at https://eapis.cbp.dhs.gov.

If a bus carrier chooses to submit APIS manifests to better facilitate U.S. border crossings, the bus carrier is responsible for ensuring that the APIS manifest is transmitted to CBP:

**1)** In an approved syntax format;

**2)** In a manner that meets all CBP standards including, but not limited to, completeness and data element accuracy; and

**3)** In a manner that meets all timeline submission standards, specifically,

- For trips originally destined for the United States, no later than 60 minutes prior to departure of the bus from the last foreign traveler pick-up point or place; or
- For trips departing the United States for a foreign destination, no later than 60 minutes prior to departure from the last traveler pick-up point or place in the United States.

This CBP Voluntary Bus APIS program is designed to better facilitate processing by CBP at select ports of entry for those carriers submitting APIS manifest data. Following these CBP guidelines related to the submission of APIS manifest data will assist CBP with meeting this goal.

## II. APIS Generator

The APIS Generator is an Excel spreadsheet that will assist carriers with the creation of a bus APIS manifest. This section of the Guide provides information on the use of the APIS Generator and the eAPIS website. Part III of this Guide provides detailed information about each element in the spreadsheet.

Before using the APIS Generator, the carrier must first obtain an eAPIS account and carrier code from CBP, as well as detailed instructions on how to prepare and upload a manifest using eAPIS. Please see the CBP Contact Information at the end of this document for assistance in establishing an eAPIS account.

## III. Data Elements

This section describes each of the bus APIS data elements requested in the APIS Generator spreadsheet.

**Use English language letters only. Do not use letters with accents (á), tildes (ñ), umlauts (ü), or any other diacritical marks. It is important to note that the following characters are reserved and should not be used in any field in the APIS Generator:**

**# (number or hash mark)**
**+ (plus sign)**
**@ (at symbol)**
**? (question mark)**
**^ (caret)**

**Always begin with a blank APIS Generator.**

**All dates in the APIS Generator are not in the same format. Please see the individual elements below.**

**An asterisk (*) by the data element indicates that the field is required for your manifest to process and/or be accepted by CBP.**

## A. Contact Information Tab

**eAPIS Sender ID***

Enter the eAPIS Sender ID that has been provided by CBP to allow the carrier to use eAPIS to upload bus manifests for submission.

Example:

LPIS*123

---

**Date of Preparation***

Enter the local date at the time of the manifest preparation in the format MMDDYY.

Example:

December 31, 2010 = 123110

---

**Time of Preparation***

Enter the local time of day according to a military or 24-hour clock when preparing the manifest in the format HHMM.

Example:

2:30pm local time = 1430

---

**Carrier Name**

Enter the name of the bus carrier sending the manifest electronically to CBP.

---

**Point of Contact Name***

Enter the last name of the party responsible for the submission of the manifest.

---

**Telephone Number***

Enter the carrier telephone number that will be used for contact purposes in a commonly accepted format.

Example:

800-555-1212

---

**FAX Number**

Enter the carrier fax number that will be used for contact purposes. If you do not have a fax number, leave this field blank. If the FAX Number field is left blank, you will get the message, "Please enter your contact information in cell C10" when you select **Check Data Entry**. You may simply move to the **Trip Information** tab without doing anything further.

---

## B. Trip Information Tab

Only one leg or trip may be entered on this tab. Use the **Leg 1** row only.

### Carrier Code*

Enter the 3-character code for the bus company as provided by CBP. This will normally be the same as the last 3 characters of your eAPIS Sender ID.

---

### Trip Identifier*

Enter the trip number that uniquely identifies the trip. The same trip number should not be used more than one time per day. It is recommended that different trip numbers be used for inbound and outbound trips even if the same bus is used. The trip number should be between one and four numeric characters. Do not use leading zeroes.

Example:

13 (correct)
1234 (correct)
0001 (incorrect)
123C (incorrect, only numeric characters are allowed)

---

### Departure/Arrival Location Code*

Enter the 3-character code for the departure/arrival location as provided by CBP. Valid codes can be found on the **Location Codes** tab of the APIS Generator spreadsheet.

Examples:

For a trip inbound to the United States from Montreal, Quebec, Canada, to New York City, NY, crossing into the United States for CBP processing at Champlain, enter the **Departure Location Code** as QQQ and the **Arrival Location Code** as Q01.

For a trip outbound from the United States from Buffalo, NY, to Toronto, Ontario, Canada, crossing over the Rainbow Bridge, enter the **Departure Location Code** as Q04 and the **Arrival Location Code** as QQQ.

---

**Estimated Time of Departure/Arrival***

Enter the local scheduled time of departure/arrival in the military or 24-hour format HHMM. The U.S. estimated time of arrival for inbound trips should be the time that the bus is expected to arrive at the U.S. port of entry for processing. The U.S. estimated time of departure for outbound trips should be the time that the bus is expected to arrive at the border to leave the U.S.

Example:

If the trip is inbound to the U.S. and the bus is expected to arrive at Lewiston Bridge at 4:30pm local time for CBP processing, the time should be entered as

1630

---

**International Trip Indicator***

This field is to indicate whether the trip is international or domestic. Manifests should only be sent to CBP for international trips, so this indicator will always be **Yes!** Either type Y in the field and press **Enter** or click in the **No!** box (column M – Leg 1) to change the indicator to **Yes!**

---

## C. Traveler Information Tab

Data for all travelers aboard the bus must be included in the APIS manifest, including the driver or any other employee. If travelers are not found on the APIS manifest, processing at the U.S. port of entry may take longer.

All document data should reflect the information from the DHS-approved travel document biographical page.

**Surname (Last Name)***

Enter the surname (last name) of the traveler as it appears on the travel document. Only alpha characters are allowed, but the inclusion of a hyphen or apostrophe is acceptable.

Examples: O'Neill (no error)
Sm#th (error, illegal character)

---

**First Name***

Enter the first name of the traveler as it appears on the DHS-approved travel document. Only alpha characters are allowed, and the complete first name is required. Initials should not be used. A one-character first name submission should only be used if that is how the name appears on the travel document. Name elements should not include honorific prefixes or suffixes (Mr., Mrs., Dr. Jr., etc.) unless included in the travel document.

Examples: $ohn (incorrect, illegal character)
J (incorrect unless one-character submission matches travel document)

In cases where the traveler does not have a first name, the field should not be left blank; it should be filled with "FNU" (First Name Unknown). **The use of "FNU" should be limited to instances where the person's legal name consists of one single name.**

---

**Middle Name**

Enter the middle name of the traveler as it appears on the DHS-approved travel document. The middle name is to be included if it is on the travel document. When the travel document does not have a middle name, leave the field blank. Only alpha characters are allowed.

---

**Date of Birth***

Enter the date of birth as it appears on the DHS-approved travel document in the format YYMMDD. Only numeric characters are allowed.

Examples (YYMMDD):

December 13, 1970 = 701213 (correct)
December 13, 1970 = 121370 (incorrect, wrong order - MMDDYY)
December 13, 1970 = 701312 (incorrect, invalid month/order - YYDDMM)

---

**Gender***

Enter the gender of the traveler. Valid values are M for male and F for female. If the gender of the traveler is unknown, use U for unknown as there must be a value in this field.

---

**Document Code**

Select a valid DHS-approved travel document type from the drop-down list provided. For a list of valid document codes with the associated document name, go to the **Document Code** tab included in the APIS Generator. Additional information on travel documents can be found in the "Carrier Information Guide" at http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/carrier_info_guide/.

---

**Document Number**

Enter the unique number that identifies the DHS-approved travel document as it appears on the document. Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are allowed.

Examples:

F1234567890 (correct)
F123-456-7890 (incorrect – illegal characters)

---

**Document Issuing Country**

Enter the 3-character code of the country that issued the DHS-approved travel document. A United States passport issued by the U.S. Embassy in London, England, is issued by the United States. The Country of Issuance is "USA." Select from the down-arrow for a list of valid codes. The **Country Codes** tab contains a list of country names with associated 3-character codes.

**Traveler Status**

Select the correct status of the traveler from the down-arrow list. Valid codes are:

FL - Passenger
FM - Crew

For bus APIS purposes, crew is defined as any person serving on board the conveyance in good faith in any capacity required for normal operation and service of the trip and includes drivers and tour operators.

---

**Street Address, City, State and Postal Code**

Address information is not necessary for completion of this manifest. If this information is available, the carrier may include it.

---

**Departure/Arrival Location Code**

Enter the 3-character code of the traveler's departure (embarkation) and arrival (debarkation) locations. This will generally correspond to the departure location code that has been entered under the **Trip Information** tab. Select the down-arrow for a list of valid codes. The **Location Codes** tab contains the list of valid location names and codes.

---

## IV. CBP Contact Information

Please direct all questions, comments, or concerns about this guide by emailing BusAPIS@dhs.gov or by calling (704) 329-6118.