

## **CBP Private Air Preclearance Summary Shannon**

### **Application process**

- A minimum of 24 hours notice is required . However last minute applications can be made on request on a case by case basis.
- The CBP office opening hours are 0900-1700 local each day with out of hours available between 0700-0900 and 1700 and 2100local.
- CBP booking must be made by Signature on your behalf.
  
- In order for us to make a booking with CBP we will require the following details in advance:
  - Flight itinerary and times
  - Aircraft Decal Number
  - Charter or private flight?
  - Captains email address
  - Is the E-APIS submitted? If so the E-APIS transmission number
  - Nationalities of all crew and passengers on board
  - Animals on board?
  - Cargo on board?
  - Arrival time destination in local time
  - Any passengers travelling under the Visa waiver program?
  
- APIS details for both crew and passengers must be submitted to CBP no later than 60 minutes prior to scheduled appointment time of preclearance processing.

### **Arrival process**

Below is what you should come to expect when clearing CBP here in Shannon. This will depend on some key factors such as the availability of Customs officers at the time of arrival and also that the aircraft has not been randomly selected to go through a full clearance of all passengers and bags on the request of CBP.

- Upon arrival of the aircraft, the handling agent will cone the aircraft with blue cones to indicate that the CBP process is in place.
- Aircraft servicing such as fuel, catering, toilet service etc. can commence right away

- All passengers and crew (except one\*\*) will proceed to the pier building for security screening at the VIP screening area. Once completed the group of crew and passengers will then proceed to the CBP general aviation office for pre-clearance. (\*\*one crew member can remain with the aircraft to oversee the servicing such as fuel, catering etc.)
- Baggage can remain at the aircraft for clearance unless a CBP officer has deemed it necessary to bring a bag in for additional screening or inspection.
- As soon as all members of the initial group are cleared, they will be escorted back to the aircraft with the CBP officers present. The CBP officers will perform an inspection of the aircraft and baggage before the passengers are allowed to board.
- While this inspection is being conducted, the remaining crew member will be taken to screening, presented at the CBP office and as soon as they have been cleared by CBP, they will return to the aircraft.

\*\* If all US nationals, one U.S. crew member remains onboard to oversee the servicing and they must pass their passport to the crew going into clear in the CBP office and then there is no need for them to go inside once the initial group is cleared.

#### **Departure process**

- The CBP officers will remain at the aircraft side until the door is closed. The door must be secured until the time of departure, failure to do so may result in the cancellation of the pre-cleared status of the aircraft.
- If for any reason, including emergencies or weather, an aircraft must land at an airport different from the airport designated in the APIS transmission, the precleared status of the aircraft is no longer valid.

**The goal for the overall ground time is approx. 45-60 minutes; this is dependent on the number of passengers, crew and baggage on board.**

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