



## **Regular Office Hours**

7 days per week, 0900-1700  
Pacific Time (PT)

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

Inspection services for the entrance/arrival of aircraft at McClellan Palomar Airport are generally available seven days per week, 24 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**

(619) 491-2620 CBP San Diego Landing Rights  
(619) 491-2601 CBP Port of San Diego Duty Supervisor  
[CBPSanDiego@cbp.dhs.gov](mailto:CBPSanDiego@cbp.dhs.gov)

## **Permission to Land Procedures**

McClellan Palomar Airport (KCRQ) is designated as a "user fee airport" [19 CFR 122.1(m);19 CFR 122.15].

Pilots must secure permission to land by contacting the CBP San Diego landing rights office prior to departure from the foreign port or place.

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 in the blue-box CBP inspection area.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- Aircrew and passengers are generally inspected inside the CBP office; however, officers may initiate the CBP inspection onboard the aircraft.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, overflight exemption, and user fee decal if operating a private flight.
- All Federal regulated waste/garbage must be turned over to the servicing FBO.

## **Special Procedures/Miscellaneous**

- Expect a delayed response for landing rights requests received outside regular office hours.
- Pilots must coordinate with the local FBOs for aircraft support services.
- Advise CBP if transporting live animals, weapons, hunting trophies, or high value imports.
- Operators should keep regulated and non-regulated garbage in separate bags. If regulated items such as meats, fruits, and vegetables are commingled with non-regulated items such as soda cans and newspapers, CBP will require operators to separate the items prior to discarding.

**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)