



Gerald R. Ford International Airport

5440 44th Street, Grand Rapids, MI 49512

### **Regular Office Hours**

Monday-Friday, 0800-1600  
Eastern Time (ET)

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

Inspection services for the entrance/ arrival of aircraft at Gerald R. Ford International Airport are available on a case-by-case basis 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**

(616) 942-5245 CBP Grand Rapids Port Office  
[CBPGrandRapids@cbp.dhs.gov](mailto:CBPGrandRapids@cbp.dhs.gov)

### **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP Grand Rapids during regular business hours. Requests for permission to land at KGRR are reviewed on a case-by-case basis.

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**

- Grand Rapids does not have an FIS.
- A CBP Officer will meet the aircraft at either of two FBO's, AVFlight or Signature Flight.
- Airport Control Tower will direct to the FBO you designated with your permission to land request.
- Arriving from outside of Canada also requires Regulated Waste disposal to be coordinated with the FBO.
- A CBP Officer will process passengers on site.

### **Special Procedures/Miscellaneous**

- Permission to land must be granted by a CBP Officer by contacting the port during regular business hours.
- Arrivals outside of business hours must be coordinated with one of the FBO's CBP Reimbursable Services (RSP). A CBPO will explain the process when permission to land is requested.

**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)