



## **Regular Office Hours**

7 days per week, 1000-2100  
Eastern Time (ET)

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

Inspection services for the entrance/  
arrival of aircraft at Francis S.  
Gabreski Airport are available 7 days  
per week, 1000-2200 in accordance  
with the port's permission to land  
procedures. RSP services are  
available if enrolled.

Commercial aircraft operators  
departing the U.S. must obtain an  
outbound clearance by contacting  
CBP directly.

## **Contact Information**

(631) 753-2691 CBP Office Servicing KFOK  
[MRW@cbp.dhs.gov](mailto:MRW@cbp.dhs.gov)

## **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP  
by email at [MRW@cbp.dhs.gov](mailto:MRW@cbp.dhs.gov) prior to departure from the  
foreign airport and at least 24 hours in advance of the  
anticipated arrival time at KFOK (absent extenuating  
circumstances).

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**

- The KFOK Control Tower will direct all foreign aircraft to be processed at the CBP facility.
- CBP Officers will meet the aircraft on the ramp to begin inspection and no passenger or crew member should depart the aircraft area prematurely.
- All crew and passengers will be brought into our facility to ensure that all CBP formalities and procedures are followed.
- Passengers will be advised to present their formal documents such as passports, visas and other necessary information to be processed.
- Crew will also need these documents as well as pilot's license, medical certificates, aircraft registration and user fee decal.
- Passengers can depart directly from the CBP facility at the conclusion of the inspection.

## **Special Procedures/Miscellaneous**

- Permission to land is only granted by a CBPO via verbal or email confirmation.
- Passenger limit for general aviation aircraft may not exceed 20 passengers, unless prior approval has been given.
- Reimbursable Services (559/RSP) is approved for certain companies.
- Please advise CBP if your aircraft is transporting live animals, weapons, hunting trophies, prohibited food products and commercial imports or Carnets.

**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)