



**U.S. Customs and
Border Protection**

MEMORANDUM FOR: Directors, Field Operations
Director, Preclearance Operations
Office of Field Operations (b) (6), (b) (7)(C)

FROM: Executive Director
Admissibility and Passenger Programs

SUBJECT: eAPIS Outage – August 19-20, 2015

There will be a scheduled maintenance outage of the electronic Advance Passenger Information System (eAPIS) website beginning (b) (7)(E)

Private aircraft pilots who would normally utilize the eAPIS website to submit a flight passenger and crew manifest during this outage may contact the U.S. port of arrival or departure for guidance in compliance with U.S. regulations.

As stated in 19 CFR 122.22, “On a limited case-by-case basis, CBP may permit a pilot to submit or update notice of arrival and arrival/departure manifest information telephonically when unforeseen circumstances preclude submission of the information via eAPIS. Under such circumstances, CBP will manually enter the notice of arrival and arrival/departure manifest information provided by the pilot and the pilot is required to wait for CBP screening and approval to depart.”

The outage should not exceed the scheduled maintenance timeframe. If issues occur during the outage, call Technical Support at (b) (6), (b) (7)(C).

Please ensure that this notice is provided to the ports of entry to prevent delays and/or security gaps. Please provide a report to the Office of Field Operations Liaison via email (b) (7)(E) (b) (7)(E) only in cases of adverse impacts the outage caused to port operations by 0630 EDT, Thursday, August 20, 2015.

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(b) (7)(E)

Quick Reference Card

APIS for Private Aviation

The information below in the Frequently Asked Questions (FAQs) can be used to assist the public.

Q: What are the new rules for notices of arrival, notices of departure and electronic manifests for private aircraft?

A: Complete information is available on the APIS Quicklink page of www.cbp.gov: http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/apis/, including the *Advance Information on Private Aircraft Arriving and Departing the United States* Final Rule.

Q: What is eAPIS?

A: The Electronic Advance Passenger Information System (eAPIS) is a U.S. Customs and Border Protection (CBP) Web-based application that provides for the collection of electronic traveler manifest information from international flights in and out of the United States. eAPIS collects and passes electronic manifests to the Advance Passenger Information System (APIS).

Q: What is the benefit for users who enroll in eAPIS now, before full compliance is required?

A: To become familiar with the system prior to full implementation of the regulations in order to facilitate compliance when the requirements are enforced. Full compliance is required on May 18, 2009.

Q: How long should it take for users to receive a response from CBP after enrollment in eAPIS?

A: Once the rule becomes effective on December 18, 2008, users should expect enrollment responses within five (5) business days.

Q: Once a manifest is submitted online, what are the next steps?

A: Users must check the e-mail account associated with their eAPIS account and follow any instructions contained within the Department of Homeland Security (DHS) response e-mail. eAPIS does not grant landing rights. Users must still contact individual Ports of Entry (POEs) for landing rights and to complete the notice of arrival process.

Q: What if eAPIS is not available?

A: If eAPIS is not available, users will be directed to contact the CBP POE from which they are departing or to which they are arriving for instructions on how to proceed. Descriptions of outages and operational guidance will be posted on (b) (7)(E) or CBP officers can send an email to (b) (6), (b) (7)(C) for confirmation that eAPIS is not available.

Q: What if there is no internet access available at an airport?

A: There are several options available:

1. A manifest must be transmitted a minimum of 60 minutes prior to departure. However, users can transmit manifests well in advance of a flight. A notice of arrival and notice of departure for inbound and outbound flights can be transmitted at the same time.
2. A pilot can designate someone who has internet access to transmit APIS for them. The pilot is responsible for the content of the manifest.
3. A pilot can fly to another departure location where internet access is available prior to arrival in or departure from the United States.

Q: What if a user does not receive a DHS response to an eAPIS submission?

A: If a pilot has not received a DHS response within 60 minutes of an APIS submission, he or she should contact the POE of arrival or departure for assistance. CBP officers can search the (b) (7)(E) to verify receipt of the manifest.

Q: Other than manually entering information into eAPIS, is there any other way to submit a manifest?

A: Manifests can be uploaded through eAPIS in XML format or users can contact CBP to have an alternate method of submission approved. Details on the submission process are available at the eAPIS website. Advise the public to direct any inquiries about alternate submission methods to (b) (6), (b) (7)(C)

