



Hillsboro International Airport

3355 NE Cornell Road, Hillsboro, OR 97124

### **Regular Office Hours**

By Appointment Only  
Pacific Time (PT)

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

Inspection services for the entrance/  
arrival of aircraft at Hillsboro  
International Airport are by appointment  
only 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**

(503) 326-3409 CBP FIS Portland International Airport  
(503) 335-2900 CBP Duty Supervisor  
(800) 973-2867 SECTOR Communications toll free  
(407) 975-1740 SECTOR Communications commercial  
[KHIO\\_GAP@cbp.dhs.gov](mailto:KHIO_GAP@cbp.dhs.gov)

### **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP  
prior to departure from the foreign port or place and at  
least two hours in advance of the anticipated arrival time  
at KHIO.

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 CBP to re-secure permission to land.

### **Inspection Process**

- Aircraft to park at CBP designated area.
- Air Traffic control tower can direct Pilots to CBP designated area.
- A CBP Officer will meet aircraft on ramp to begin the inspection.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).

### **Special Procedures/Miscellaneous**

- Permission to land must be approved in writing or verbally by CBP Portland Oregon.
- Accurate ETAs and timely updates are critical.
- Do not land unless permission to land is secured.
- CBP Officers are not on site, CBP Officers are dispatched from Portland, Oregon.
- After CBP inspection, the Hillsboro Airport Authority will request payment of landing fee (not a CBP related fee).

**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)