



Manchester-Boston Regional Airport

1 Garside Way, Manchester, NH 03103

### **Regular Office Hours**

Monday-Friday, 1000-1800  
Eastern Time (ET)

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

Inspection services for the entrance/  
arrival of aircraft at Manchester-Boston  
Regional Airport are generally  
available seven days per week, 24  
hours per day in accordance with the  
port's permission to land procedures.  
See special procedures below.

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

### **Contact Information**

(603) 836-0722 CBP Manchester Office  
(800) 973-2867 SECTOR Communications toll free  
(407) 975-1740 SECTOR Communications commercial  
[KMHT\\_GAP@cbp.dhs.gov](mailto:KMHT_GAP@cbp.dhs.gov)

### **Permission to Land Procedures**

Manchester-Boston Regional Airport (KMHT) is designated  
as a "user fee airport" [19 CFR 122.1(m); 19 CFR 122.15].

Pilots must secure permission to land prior to departure from  
the foreign port or place by contacting CBP during regular  
business hours, 24 hours in advance of intended arrival time.

Permission to land is granted with a tolerance of (+/-) 20  
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 should park on the ramp at the FIS.
- The aircraft control tower can direct you in if needed.
- The CBP FIS is attached to the Signature Flight Services FBO.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed inside the FIS.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Regulated waste/garbage will be collected by the FBO from the aircraft crew.
- Passengers can depart directly from FIS at the conclusion of their inspection.

### **Special Procedures/Miscellaneous**

- CBP Officers are available to process private and commercial aircraft 24 hours/day, 7 days/week with proper notification.
- For inbound international arrivals outside of regular office hours, permission to land must be secured between the hours of 1000-1400 Monday through Friday.

**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)