



Richmond International Airport

One Richard E. Byrd Terminal Drive, Richmond, VA 23250

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 Richmond
International Airport are generally
available 24 hours per day, 7 days
per week 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

(804) 226-9675 CBP Richmond Port Office
(804) 347-7453 Port Director's Cell Phone
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications
KRIC_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 placen and at
least two hours in advance of the anticipated arrival time at
Richmond International Airport.

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 should park at the FSDO ramp.
- Aircraft control tower can direct you if necessary.
- A CBP Officer and Agriculture Specialist will meet you on the ramp to begin the inspection.
- Crew and passengers may be processed plane-side or inside the Port office.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Delaware North (DNC) should be contacted at 804-466-0196 prior to arrival to schedule off-load of regulated waste/garbage.
- Passengers can depart directly from the Port office at the conclusion of their inspection.

Special Procedures/Miscellaneous

- Please contact CBP by telephone at (804) 226-9675 for landing rights.
- For after hours arrivals please contact CBP prior to 1500 hours.
- For weekend flights please contact CBP on Friday prior to 1500 hours.

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