



Northeast Florida Regional Airport Saint Augustine

4900 US-1, Saint Augustine, FL 32095

### **Regular Office Hours**

Thursday-Monday, 1200-2000  
Eastern Time (ET)  
Closed Tuesday/Wednesday

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

Inspection services for the entrance/arrival of aircraft at Northeast Florida Regional Airport Saint Augustine are available during regular port hours 1200-2000, Thursday-Monday 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**

(904) 209-0099 CBP KSGJ FIS  
[KSGJ\\_GAP@cbp.dhs.gov](mailto:KSGJ_GAP@cbp.dhs.gov)

### **Permission to Land Procedures**

Northeast Florida Regional Airport Saint Augustine Airport (KSGJ) is designated as a "user fee airport" [19 CFR 122.1(m); 19 CFR 122.15].

Pilots must secure permission to land by contacting CBP 24-72 hours prior to departure from the foreign port or place.

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**

- Taxi off runway in front of the CBP inspection station.
- Await instructions from the CBP Officer.

### **Special Procedures/Miscellaneous**

- Inspection services outside the hours of 1200-2000 and for Tuesdays/Wednesdays may be covered by the Port of Jacksonville or by KSGJ personnel on overtime.
- All service requests regardless of arrival date/time need to be requested in accordance with the port's permission to land procedures by contacting the KSGJ CBP Officer on duty by telephone and/or email.

**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)