

## **All Landing Rights Requestors:**

U.S. Customs and Border Protection's (CBP) Landing Rights office for Van Nuys Airport (KNVY) is asking all requestors to email their [Notice of Intended Arrival](mailto:landingrights-VNY@CBP.dhs.gov) requests to the Landing Rights office at: [landingrights-VNY@CBP.dhs.gov](mailto:landingrights-VNY@CBP.dhs.gov)

Upon receipt of a landing rights request, Landing Rights VNY will respond that the request for landing rights has been received and that approval of landing rights should be forthcoming.

Prior to emailing a landing rights request assure that **EAPIS** has been filed.

The following information is needed to speed the approval process for landing rights approvals.

### **Part 135 landing rights requests must include the following information:**

- Name of requestor:
- Requesting company:
- Requesting company phone number:
- Requesting company email address (corporate vs. personal)
- Aircraft operator company name:
- Operator phone number
- Date of arrival to KVNY (local date)
- ETA (local time)
- Tail number
- Number of passengers
- Number of crew
- Carrier code and flight number
- Routing of flight (four letter code)
- Type 3 bond number for at least **\$100,000**
- EAPIS confirmation number:
- General Declaration (CBP Form 7507):

### **Part 91 landing rights requests must include the following information:**

- Name of requestor:
- Requesting company:
- Requesting company phone number:
- Requesting company email address (corporate vs. personal):
- Aircraft operator company name:
- Operator phone number:
- Date of arrival to KVNY (local date):
- ETA (local time):
- Aircraft Tail number:
- Number of passengers:
- Number of crew:
- Routing of flight (four letter code):
- Last date of departure from the Unites States:
- EAPIS confirmation number:
- CBP Decal number:

If using a Southern Border Overflight Exemption (BOE), assure that company/operator have CBP approved Border Overflight Exemption.

As reminder for both Part 91 and 135 passengers utilizing the Visa Waiver Program (VWP) insure the following two items: that your carrier is a **VWP signatory carrier, that the passengers have a valid approved ESTA and E-Passport.**

All landing rights requests, revisions and cancelations may be made via landing right's mailbox at [landingrights-VNY@cbp.dhs.gov](mailto:landingrights-VNY@cbp.dhs.gov).

*Per 19CFR 122.22 all revisions and amendments must be approved by KVNY CBP before departure from foreign port or place.*

CBP will process private aircraft (Part 91, Part 135 and government approved flights) at the General Aviation Facility (GAF) located at; **Signature West FBO only.**

**Lastly, a landing rights request does not constitute approval of landing rights at KVNY. An approval email will be sent when landing rights are granted.**

**KVNY CBP HOURS OF OPERATIONS;**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0800-2200	1400-2200	1400-2200	0800-2200	0800-1600	0800-1600	0800-2200

**KVNY CBP is closed on Tuesday/Wednesday 0800 – 1400 and Friday/Saturday 1600 – 2200.**

Requests for outside of operating hours will be reviewed by KVNY CBP on a case-by-case basis. All landing rights requests will be processed during normal operating hours.

Thank you kindly

Department of Homeland Security  
U.S. Customs and Border Protection  
Van Nuys User Fee Airport

Phone: (818) 464-9530

Fax: (818) 464-9535

Email: [LandingRights-VNY@cbp.dhs.gov](mailto:LandingRights-VNY@cbp.dhs.gov)

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