

CBP Private Air APIS Guide

System Identified Errors and Manifest Sufficiency Rates



U.S Customs and Border Protection
Office of Field Operations

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Executive Summary

Advance Passenger Information System (APIS) regulations require APIS manifests to be submitted to U.S. Customs and Border Protection (CBP) for all private aircraft arriving from or departing for a foreign port or place. For specific information on the regulations, see USCBP-2007-0064, Advance Information on Private Aircraft Arriving and Departing the United States, published November 18, 2008, available at www.dhs.gov. In addition, APIS regulations require that electronic notices of arrival and departure and electronic manifests relative to travelers (passengers and crew) be submitted within specific timeframes. For more information on procedures for private aircraft arriving and/or departing the United States, please see the “Guide for Private Flyers” available at www.cbp.gov.

This guide serves to describe the criteria used and the manner in which CBP evaluates an APIS manifest’s compliance. APIS manifests are evaluated for submission timeliness, manifest completeness (syntactic quality, record quantity), data element sufficiency (quality), as well as compliance with APIS regulation validation rule sets (quality).

This guide does not purport to address every possible circumstance under which CBP may issue a penalty in connection with this legal requirement, but is intended as general guidance to assist persons responsible for complying with the APIS regulations. This document does not create or confer any right or benefit on any person or party, private or public.

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I. APIS Manifest Submission Process

Private pilots (or their designees) are required to submit compliant Air APIS manifest submissions through the CBP electronic Advance Passenger Information System (eAPIS) web portal or another CBP-approved electronic data interchange system. eAPIS is a web portal enabling the user to create, manage, and submit APIS manifests. A notice of arrival or notice of departure is required in the same transmission as the corresponding arrival or departure manifest information. This complete transmission will hereafter be referred to as an “APIS manifest.”

APIS submissions made through the eAPIS web portal (<https://eapis.cbp.dhs.gov>) or another CBP-approved electronic data interchange system work to fulfill APIS reporting requirements. Landing rights and other procedural interactions with the CBP local port still apply. The steps for submitting are outlined below:

- 1) Complete the transmission of your APIS manifest through eAPIS or another CBP-approved electronic data interchange system. This will serve as your notice of arrival/departure and traveler manifest submission.
- 2) CBP recommends that you print the manifest submitted through eAPIS. The pilot may keep the printout with the aircraft during the flight.
- 3) When your manifest is received by CBP, an email is generated and sent to the email address associated with the sender’s eAPIS account. The pilot may also choose to print this email receipt.
- 4) Follow all instructions contained in the email receipt. The instructions will assist in the completion of the additional arrival/departure and/or landing rights procedures.

Notice of Arrival and Notice of Departure Worksheets are provided in the appendix of this Guide. These worksheets are not required but may help in gathering the required information prior to beginning the submission process.

II. How CBP Enforces APIS Requirements:

CBP enforces compliance of APIS requirements based on three types of violations:

- 1) **No APIS MANIFEST:** A syntactically compliant APIS manifest has not been received by CBP for an arrival from or a departure for a foreign port or place.
- 2) **Late APIS MANIFEST:** An APIS manifest has not been received by CBP within prescribed timelines for an arrival from or a departure for a foreign port or place.
- 3) **Insufficient APIS MANIFEST:** An APIS manifest has been received by CBP that contains invalid, incorrect, or incomplete information.

As explained in the comments section of the *Advance Information on Private Aircraft Arriving and Departing the United States* Final Rule (Federal Register, Volume 73, Number 223, RIN 1651-AA41, November 18, 2008), Private Air APIS penalty cases are assessed against the aircraft pilot in the amount of \$5,000 for the first violation and \$10,000 for each subsequent violation. For additional information regarding the assessment and mitigation of these penalties, please refer to “Customs Administrative Enforcement Process: Fines, Penalties, Forfeitures and Liquidated Damages” available at www.cbp.gov.

III. APIS Manifest Completeness

For all private aircraft (regardless of size) arriving from or departing for a foreign port or place, APIS manifests must be submitted to CBP.

Notices of arrival or departure information submitted outside the eAPIS web portal or another CBP-approved electronic data interchange system (e.g. telephone calls, ADCUS, faxes, e-mails, etc.) do not contain or meet all data element submission requirements.

Please note that APIS regulations do not apply to flights between the United States and the U.S. Virgin Islands since the U.S. Virgin Islands are considered to be part of the United States for APIS purposes. Notice of arrival requirements previously in place for the U.S. Virgin Islands still apply and can be found in Title 19 of the Code of Federal Regulations, subpart N.

An APIS manifest is initially assessed for completeness through a comparison of records received versus total onboard count. The CBP APIS system begins overall manifest sufficiency by first determining an onboard percentage.

Example:

Flight 1: 10 onboard/10 records transmitted = 100% onboard

Flight 2: 10 onboard/11 records transmitted = 110% onboard

Flight 3: 10 onboard/5 records transmitted = 50% onboard

The manifests for flights 1 and 2 seem to be complete since the number of records submitted to CBP meets or exceeds the number of travelers aboard.

The manifest for flight 3, however, is incomplete and cannot attain a sufficiency rate higher than 50% (the onboard percentage). Flight 3's manifest would be subject to an APIS penalty.

IV. APIS Manifest Timeliness

The private aircraft pilot is responsible for ensuring that the APIS manifest is transmitted to CBP:

- 1) For flights originally destined for the United States, no later than 60 minutes prior to departure of the aircraft from the foreign port of place; or
- 2) For flights not originally destined to the United States, but diverted to a U.S. port due to an emergency, no later than 30 minutes prior to arrival; in cases of non-compliance, CBP will take into consideration that the carrier was not equipped to make the transmission and the circumstance of the emergency situation; or
- 3) For flights departing the United States, no later than 60 minutes prior to departure.

Failure to transmit an APIS manifest according to the above guidelines may subject the aircraft pilot to an APIS penalty.

V. Data Element Validation Rules

This section will serve to describe data elements required by APIS regulations and how these elements are evaluated for sufficiency. In order to include technical information, the data elements are listed by name as they are found in the CBP regulation followed by the Extensible Markup Language (XML) schema tag. The XML schema is not addressed specifically in this guide, and some formatting may differ from what is found here as submitted by using the eAPIS submission method. For more information on the use of the XML schema, please see the Private Air APIS Business Rules available at www.cbp.gov.

A. Manifest Data

Full Name is broken down into last, first, and, if available, middle name data elements:

Last Name

```
<Manifest>|<FlightManifest>|<Crew>|<Surname>  
<Manifest>|<FlightManifest>|<Pax>|<Surname>
```

CBP Data Element Validation: System Error if missing or invalid. Only alpha characters are allowed but the inclusion of a hyphen or apostrophe is acceptable. Name data submissions should reflect data contained within the biographical page or Machine-Readable Zone (MRZ) of the travel document.

Examples: O'Neill (no error)
 Sm#th (error, illegal character)

First Name

```
<Manifest>|<FlightManifest>|<Crew>|<FirstName>  
<Manifest>|<FlightManifest>|<Pax>|<FirstName>
```

CBP Data Element Validation: System Error if missing or invalid. Only alpha characters are allowed and the complete first name is required. Initials are not allowed. A one-character first name submission will be counted as a system error*. Pilots (or their designees) should not include salutary suffixes or prefixes (Mr., Mrs. Jr., etc.).

Examples: \$ohn (error, illegal character)
 J (error*, one-character submission)

* The burden of proof lies with the pilot in cases where a traveler's name is submitted with only one character and the pilot claims to have submitted the traveler's full name.

In cases where a traveler does not have a first name, the field should not be left blank; it should be filled with "FNU". **The use of "FNU" (First Name Unknown) should be limited to instances where the traveler's legal name consists of one single name.**

Middle Name

<Manifest><FlightManifest><Crew><SecondName>
<Manifest><FlightManifest><Pax><SecondName>

CBP Data Element Validation: As the middle name is only required if available, this will only be a system error if invalid. Only alpha characters are allowed.

Date of Birth

<Manifest><FlightManifest><Crew><Birthdate>
<Manifest><FlightManifest><Pax><Birthdate>

CBP Data Element Validation: System Error if missing or invalid. Only numeric characters are allowed.

Examples (MM-DD-CCYY):

05-31-2002 (no error)
13-12-1970 (error, invalid month)
05-32-1970 (error, invalid day)

An incorrect date of birth submitted in a valid format will not generate a system-identified error, but is subject to penalty as an incorrect data element submission.

Traveler Gender

<Manifest><FlightManifest><Crew><Sex>
<Manifest><FlightManifest><Pax><Sex>

CBP Data Element Validation: System Error if missing or invalid. Only submissions of “M” for male and “F” for female are accepted.

Citizenship

<Manifest>|<FlightManifest>|<Crew>|<CitizenshipCntry>
<Manifest>|<FlightManifest>|<Pax>|<CitizenshipCntry>

CBP Data Element Validation: System Error if missing or invalid. The Citizenship submission should reflect data contained within the biographical page or Machine-Readable Zone (MRZ) of the travel document.

Examples:

BHS (no error – Bahamas)
BHR (no error – Bahrain)
BAH (error, invalid country code)

The country code list provided in eAPIS reflects the International Organization for Standardization (ISO) 3166-1 alpha-3 table.

Country of Residence

<Manifest>|<FlightManifest>|<Crew>|<ResidenceCntry>
<Manifest>|<FlightManifest>|<Pax>|<ResidenceCntry>

CBP Data Element Validation: System Error if missing or invalid.

Examples:

BHS (no error – Bahamas)
BHR (no error – Bahrain)
BAH (error, invalid country code)

The country code list provided in eAPIS reflects the International Organization for Standardization (ISO) 3166-1 alpha-3 table.

Status On Board the Aircraft

<Manifest>|<FlightManifest>|<Crew>|<TravelerType>

Please note: The schema tag for the passenger data element “Status on Board the Aircraft” is not included. It is unnecessary since a “Passenger” status is defined in all passenger elements.

CBP Data Element Validation: System Error if missing or invalid.

When adding a crewmember, the traveler's status on board the aircraft must be selected as "pilot" or "crew". For the electronic submission of an APIS manifest, there is to be only one pilot designated per flight. There is no field to select a passenger's status.

Document Data (when required) - The APIS submission for each traveler must include a DHS-approved travel document when required for travel by law and/or regulation. For APIS purposes, the travel document data required for entry into the United States is the same travel document data required for departure from the United States. For further information on DHS-approved travel documents, please visit www.dhs.gov.

There are four elements associated with document submissions: document type, document number, document country of issuance, and document expiration date.

1) DHS-Approved Travel Document Type

<Manifest>|<FlightManifest>|<Crew>|<CrewDocument1>|<DocCode>
<Manifest>|<FlightManifest>|<Crew>|<CrewDocument2>|<DocCode>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument1>|<DocCode>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument2>|<DocCode>

Examples: Passport, U.S. Permanent Resident Card, U.S. Alien Registration Card

CBP Data Element Validation: System Error if missing or invalid.

Acceptable documents may vary between crew document 1, crew document 2, passenger document 1 and passenger document 2. Please select from the drop-down list.

2) DHS-Approved Travel Document Number

<Manifest>|<FlightManifest>|<Crew>|<CrewDocument1>|<DocumentNbr>
<Manifest>|<FlightManifest>|<Crew>|<CrewDocument2>|<DocumentNbr>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument1>|<DocumentNbr>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument2>|<DocumentNbr>

CBP Data Element Validation: Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) allowed.

3) DHS-Approved Travel Document Country of Issuance (when required)

<Manifest>|<FlightManifest>|<Crew>|<CrewDocument1>|<CntryCode>
<Manifest>|<FlightManifest>|<Crew>|<CrewDocument2>|<CntryCode>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument1>|<CntryCode>
<Manifest>|<FlightManifest>|<Pax>|<PaxDocument2>|<CntryCode>

CBP Data Element Validation: The value in this field should be the three-character country code of the country that has issued the document as listed in the 3-character ISO 3166-1 table. (A United States passport issued by the U.S. Embassy in London, England, is still issued by the United States. The Country of Issuance is “USA”.)

4) DHS-Approved Travel Document Expiration Date (When required and available; i.e. a small group of passports may not have expiration dates)

<Manifest><FlightManifest><Crew><CrewDocument1><ExpiryDate>
<Manifest><FlightManifest><Crew><CrewDocument2><ExpiryDate>
<Manifest><FlightManifest><Pax><PaxDocument1><ExpiryDate>
<Manifest><FlightManifest><Pax><PaxDocument2><ExpiryDate>

CBP Data Element Validation: Data must be numeric - System Error if syntactically invalid.

Examples (MM-DD-CCYY):

05-31-2012 (no error)

13-12-2012 (error, invalid month)

05-32-2012 (error, invalid day)

*5-&5-2012 (error, invalid, illegal characters in month and date fields)

5) Alien Registration Number (where applicable)

Please note: There is no separate XML schema tag for this element. It should be entered as one of the DHS-approved documents above.

CBP Data Element Validation: Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) allowed.

Address While in the United States

<Manifest><FlightManifest><Crew><AddressWhileInUS><StreetAddr>
<Manifest><FlightManifest><Pax><AddressWhileInUS><StreetAddr>

<Manifest><FlightManifest><Crew><AddressWhileInUS><City>
<Manifest><FlightManifest><Pax><AddressWhileInUS><City>

<Manifest><FlightManifest><Crew><AddressWhileInUS><State>
<Manifest><FlightManifest><Pax><AddressWhileInUS><State>

<Manifest><FlightManifest><Crew><AddressWhileInUS><PostalCode>
<Manifest><FlightManifest><Pax><AddressWhileInUS><PostalCode>

Pilots (or their designees) must also submit a U.S. address for all travelers departing the United States. For travelers who reside in the U.S., the value should reflect their U.S. home address. For travelers who reside outside the U.S., the value should reflect where they stayed during their

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visit in the U.S. The U.S. address submission should include valid street, city, state, and zip code data.

Blatantly invalid data submissions will be identified as an error and may result in penalty case action (i.e., “Refused”, “Passenger declined”, etc.).

B. Notice of Arrival/Departure Data

Aircraft Tail Number

<Manifest>|<Transaction>|<Aircraft>|<AircraftDetail>|<TailNumber>

CBP Data Element Validation: Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) allowed.

Examples:

N1234 (no error)

N*123 (error, illegal character)

The Aircraft Tail Number is the marking affixed to the tail of the aircraft. For U.S. registered aircraft, this is also known as the N-number.

Type of Aircraft

<Manifest>|<Transaction>|<Aircraft>|<AircraftDetail>|<TypeAircraft>

CBP Data Element Validation: Error if missing or invalid. This field is free text alphanumeric and includes special characters.

The Type of Aircraft field should contain the make and model of the aircraft.

Examples:

Cessna 400 (no error)

Beechcraft King Air 350 (no error)

Call Sign

<Manifest>|<Transaction>|<Aircraft>|<AircraftDetail>|<CallSign>

CBP Data Element Validation: This free text alphanumeric field is not validated. This information should be included if it is available.

CBP Issued Decal Number

<Manifest>|<Transaction>|<Aircraft>|<AircraftDetail>|<CBPDecalNumber>

CBP Data Element Validation: Data must be numeric. No alpha or special characters or spaces allowed.

Place of Last Departure (International Civil Aviation Organization (ICAO) airport code, when available)

Notice of arrival:

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<InboundDepartureLocation>|<AirportCode>

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<InboundDepartureLocation>|<City>

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<InboundDepartureLocation>|<CountryCode>

Notice of departure:

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<OutboundDepartureLocation>|<AirportCode>

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<OutboundDepartureLocation>|<City>

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<OutboundDepartureLocation>|<State>

CBP Data Element Validation: Airport Code data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) allowed. For notice of departure, this element is validated and must be selected from the table provided. Country Code must be selected from allowed list, alpha characters only.

This Airport Code field should be the 4-character ICAO code of the airport closest to the point of departure. The City field should be the foreign city from which the aircraft is departing. For the Country Code field, the 3-letter country code from the ISO 3166-1 alpha-3 list is required. This list is available on eAPIS by clicking on the arrow next to the data element.

Date of Aircraft Arrival/Departure

Notice of Arrival:

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<LocalArrivalDate>

Notice of Departure:

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<LocalDepartureDate>

CBP Data Element Validation: Numeric - System Error if syntactically invalid.

Examples (MM-DD-CCYY):

05-31-2009 (no error)

13-12-2009 (error, invalid month)

05-32-2009 (error, invalid day)

*5-&5-2009 (error, invalid, illegal characters in month and date fields)

Estimated Time of Arrival/Departure

Notice of arrival:

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<LocalArrivalTime>

Notice of departure:

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<LocalDepartureTime>

CBP Data Element Validation: Numeric data only from 0001-2400 allowed.

The time should be entered in military format (24-hour clock). Where 2:20 a.m. = 0220, 10:15 a.m. = 1015, and 3:45 p.m. = 1545.

Examples (HHMM):

0030 (no error)

2430 (error, invalid time)

Estimated Time and Location of Crossing U.S. Border/Coastline

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<BorderCrossing>
<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<BorderCrossing>

CBP Data Element Validation: Free text allowed. This element is required.

This element should give an accurate time and location of where the aircraft is expected to cross the U.S. border when entering or leaving U.S. airspace. This location may be given as a physical description or a latitude and longitude reading.

Examples:

1000, 15 miles SE of Miami
15:30, Niagara Falls, US/Canada border
11:15am, 31.25977,-110.874023 (latitude and longitude)

Name of Intended U.S. or Foreign Airport of First Landing

Notice of arrival:

<Manifest>|<Transaction>|<Itinerary>|<InboundItinerary>|<InboundArrivalLocation>|<AirportCode>

Notice of departure:

<Manifest>|<Transaction>|<Itinerary>|<OutboundItinerary>|<OutboundArrivalLocation>|<AirportCode>

CBP Data Element Validation: Airport Code data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) allowed. For notice of arrival, this element is validated and must be selected from the table provided.

The Airport Code is the 4 character ICAO code of the intended airport of arrival.

Owner/Lessee Name

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<PersonOwnerOrLessee>|<LastName>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<PersonOwnerOrLessee>|<FirstName>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<PersonOwnerOrLessee>|<MiddleName>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<CompanyOwnerOrLessee>|<BusinessEntityType>

CBP Data Element Validation: System Error if missing or invalid. Only alphabetic characters are allowed but inclusion of a hyphen or apostrophe is acceptable in the name fields. If a business entity is used, alphanumeric and special characters are allowed.

The Owner or Lessee will be either an individual or a business. Only the name fields or the business field should be completed, not both. The middle name of the individual is required if available.

Owner/Lessee Address

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<StreetAddr>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<AddressSupplemental>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<City>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<StateProvince>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<ZipPostal>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<Country>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<TelephoneNbr>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<FaxNbr>

<Manifest>|<Transaction>|<Aircraft>|<OwnerDetail>|<OwnerOrLesseeContact>|<EmailAddr>

CBP Data Element Validation: Although not all fields are validated, missing information may be subject to penalty. The Country is from the previously mentioned ISO 3166-1 alpha-3 list. Data should be alphanumeric and special characters as required for each field (e.g. email address may contain “@”).

These data elements are required.

Pilot/Private Aircraft Pilot Name

This data is required and is entered as listed in the above “Full Name” section.

Pilot License Number

This data is required and is entered as the second DHS-approved travel document number when “Pilot” is selected as the traveler status. See “Document Data” section above.

Pilot Street Address

This information is entered into eAPIS upon user registration and will include the full address as well as telephone number, fax number, and email address.

Country of Issuance of Pilot's License

This data is required and is entered as the second DHS-approved travel document Country of Issuance when "Pilot" is selected as the traveler status. See "Document Data" section above.

Operator Name

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<PersonOperator>|<LastName>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<PersonOperator>|<FirstName>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<PersonOperator>|<MiddleName>

See Owner/Lessee Name section above.

Operator Street Address

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<StreetAddr>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<AddressSupplemental>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<City>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<StateProvince>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<ZipPostal>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<Country>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<TelephoneNbr>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<FaxNbr>

<Manifest>|<Transaction>|<Aircraft>|<OperatorDetail>|<OperatorContact>|<EmailAddr>

See Owner/Lessee Address section above.

Aircraft Colors

<Manifest>|<Transaction>|<Aircraft>|<AircraftDetail>|<Color>

CBP Data Element Verification: Alpha and some special characters only (apostrophe, dash, period and space) allowed.

This element should include the color scheme of the aircraft with the base color(s) first, followed by the trim color(s).

24-Hour Emergency Point of Contact

<Manifest>|<Transaction>|<EmergencyContact>|<LastName>

<Manifest>|<Transaction>|<EmergencyContact>|<FirstName>

<Manifest>|<Transaction>|<EmergencyContact>|<MiddleName>

<Manifest>|<Transaction>|<EmergencyContact>|<TelephoneNbr>

<Manifest>|<Transaction>|<EmergencyContact>|<EmailAddr>

CBP Data Element Verification: See Full Name section above.

Full name and telephone number are required for the 24-hour emergency point of contact. The email address is not required, but is strongly recommended. In the event of a DHS-response email with special instructions, a copy will also be sent to this email address.

VI. How CBP Calculates APIS Manifest Sufficiency Rates:

If an APIS manifest is complete (all required information was sent in a syntactically compliant message), timely (the manifest was submitted within the APIS timelines), and correct (elements are valid, correct, and complete), requirements of the Private Aircraft APIS regulations are satisfied. If a timely APIS manifest is incomplete and/or incorrect and/or invalid, the manifest is deemed to be “insufficient” and, therefore, subject to penalty. An APIS manifest is required to be 100% sufficient.

There are three components to sufficiency rate calculations:

Onboard Count – For flights, the onboard count is obtained from the CBP processing information.

Records Transmitted – APIS tabulates the total number of unique records transmitted by the pilot (or designee) for a given manifest.

System Identified Errors – APIS tabulates the number of individual records within a manifest where one or more system errors has been identified and associated with the single record.

Sufficiency rates are calculated by first establishing an **onboard percentage**. This is a percentage derived by the records transmitted divided by the onboard count.

	Onboard Count	Records Transmitted	Onboard Percentage	Records Over or Missing	System Identified Errors	Sufficiency Rate
Flight 1	10	10	100.0%	0	0	100%
Flight 2	10	10	100.0%	0	1	90%
Flight 3	10	20	200.0%	+10	0	100%
Flight 4	10	20	200.0%	+10	1	90%
Flight 5	10	5	50.0%	-5	0	50%
Flight 6	10	5	50.0%	-5	1	40%
Flight 7	10	0	0.0%	-10	0	0%

In the examples above, the sufficiency rates are determined by:

Flight 1 – 100%, 0 missing, 0 invalid records

Flight 2 – 90%, 0 missing, 1 invalid record

Flight 3 – 100%, 0 missing (10 too many), 0 invalid records

Flight 4 – 90%, 0 missing (10 too many), 1 invalid record

Flight 5 – 50%, 5 missing, 0 invalid records

Flight 6 – 40%, 5 missing, 1 invalid record

Flight 7 – 0%, 10 missing, 0 invalid records

APIS Guide Updates:

The most recent version of this guide can be found at www.cbp.gov.

Contact Information:

Please direct all questions, comments, or concerns about this guide to:

Eric M. Rodriguez
Program Manager
U.S. Customs and Border Protection
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Appendix

Notice of Arrival Worksheet

Completion of this worksheet is not required but it may help in the gathering of required information prior to beginning the submission process and will assist with subsequent submissions since much of the information could remain the same. Completing this sheet does not fulfill any notice of arrival/landing rights requirements. All information must be transmitted through eAPIS or another CBP-approved electronic data interchange system.

Notice of Arrival

Aircraft Tail Number: _____

Foreign Departure Information

Country: _____ Airport: _____ City: _____ Date: _____ ETD Local Time: _____

Flight Itinerary – Airports within 24 Hours of Departure (ICAO airport codes):

Estimated Time and Location of Crossing U.S. Border or Coastline:

U.S. Arrival Information

Airport: _____ Date: _____ ETA Local Time: _____ City: _____ State: _____

Arrival Location Description: _____

24 Hour Emergency Contact Information

Last Name: _____ First Name: _____ Middle Name: _____

Telephone Number: _____ Email Address: _____

Traveler Counts – Crew: _____ Passengers: _____

Notice of Arrival Worksheet (continued)

Aircraft Information

Type of Aircraft: _____ Color: _____

Call Sign: _____ CBP Decal Number: _____

Aircraft Operator Information

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Aircraft Owner/Lessee Information

Owner Name –

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Notice of Arrival Worksheet (continued)

Crew Information

Crew Details

Last Name: _____ First Name: _____ Middle Name: _____

City of Birth: _____ State or Province of Birth: _____ Country of Birth: _____

Date of Birth: _____ Crew Member Status (pilot or crew): _____ Gender (M or F): _____

Country of Residence: _____ Country of Citizenship: _____

Permanent Address – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Address While in the U.S. – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 (must be “pilot’s license” if status is “pilot”) Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Arrival Worksheet (continued)

Passenger Information

Last Name: _____ First Name: _____ Middle Name: _____ Gender: ____

Country of Residence: _____ Date of Birth: _____ Country of Citizenship: _____

Address While in the U.S.

Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Departure Worksheet

Completion of this worksheet is not required but it may help in the gathering of required information prior to beginning the submission process and will assist with subsequent submissions since much of the information could remain the same. Completing this sheet does not fulfill any notice of arrival/landing rights requirements. All information must be transmitted through eAPIS or another CBP-approved electronic data interchange system.

Notice of Departure

Aircraft Tail Number: _____

U.S. Departure Information

Airport: _____ City: _____ State: _____ Date: _____ ETD Local Time: _____

Departure Location Description: _____

Foreign Arrival Information

Country: _____ Airport: _____ City: _____ Date: _____ ETA Local Time: _____

Flight Itinerary – Intended Foreign Airport Destinations for 24 Hours Following Departure (ICAO airport codes): _____

Estimated Time and Location of Crossing U.S. Border or Coastline:

24 Hour Emergency Contact Information

Last Name: _____ First Name: _____ Middle Name: _____

Telephone Number: _____ Email Address: _____

Traveler Counts – Crew: _____ Passengers: _____

Notice of Departure Worksheet (continued)

Aircraft Information

Type of Aircraft: _____ Color: _____

Call Sign: _____ CBP Decal Number: _____

Aircraft Operator Information

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Aircraft Owner/Lessee Information

Owner Name –

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Notice of Departure Worksheet (continued)

Crew Information

Crew Details

Last Name: _____ First Name: _____ Middle Name: _____

City of Birth: _____ State or Province of Birth: _____ Country of Birth: _____

Date of Birth: _____ Crew Member Status (pilot or crew): _____ Gender (M or F): _____

Country of Residence: _____ Country of Citizenship: _____

Permanent Address – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Address While in the U.S. – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 (must be “pilot’s license” if status is “pilot”) Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Departure Worksheet (continued)

Passenger Information

Last Name: _____ First Name: _____ Middle Name: _____ Gender: _____

Country of Residence: _____ Date of Birth: _____ Country of Citizenship: _____

Address While in the U.S.

Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____