

Notice of Arrival/Departure
Lesson 1, Flight Information

Slide1

eAPIS Tutorial
Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure: Flight Information

Upon completion of this lesson in the Notice of Arrival/Departure module, you will be able to enter traveler manifest information including:

- Aircraft information
- Foreign arrival and departure information
- 24-hour contact information
- Traveler counts

Click **Next** to continue.

Home Back Next

1) Text Caption : Upon completion of this lesson in the Notice of Arrival/Departure module, you will be able to enter traveler manifest information including:

- Aircraft information
- Foreign arrival and departure information
- 24-hour contact information
- Traveler counts

Slide2

The screenshot shows the 'Electronic Advance Passenger Information System' (eAPIS) interface for 'Private Aviation - Manifest Options'. At the top, a yellow banner states: 'This module demonstrates how to complete and submit a Notice of Departure.' The page header includes 'Electronic Advance Passenger Information System', 'CUSTOMS & BORDER PROTECTION', and 'U.S. DEPARTMENT OF HOMELAND SECURITY'. A navigation menu on the left lists options like 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', and 'Notice of Arrival/Departure'. The main content area is titled 'Private Aviation - Manifest Options' and contains three columns: 'Traveler Options', 'Manage Account', and 'Upload Manifest'. A red callout box points to a 'Next' button with the text 'Click Next to continue.' The 'Upload Manifest' section includes a 'Download' button for the 'Aviation' document.

1) Text Caption : This module demonstrates how to complete and submit a Notice of Departure.

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Electronic Advance Passenger Information System
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Private Aviation - Manifest Options

The Electronic Advance Passenger Information System for Private Aircraft allows authorized users the ability to Submit Notice of Departure and Notice of Arrival manifests to Customs and Border Protection, an agency of the U.S. Department of Homeland Security. Please select an option below, or Help for assistance.

Your current email address is: **LTEAMMEMBER@email.com** . All DHS response emails will be sent to this email address. If this is not correct, please select the "Modify primary account holder information" option under Manage Account.

Traveler Options	Manage Account	Upload Manifest
Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival. Update or Create Crew and Pilot Information Submit "Notice of Departure" Submit "Notice of Arrival"	Select an option below to manage account information. Select here to view user account frequently asked questions. Update your password. Modify primary account holder information.	Select the "Upload" option below or "Download" the latest XML schema. Upload a General Aviation XML compliant document. Download Aviation

Click Next to continue.

[Back](#) [Next](#)

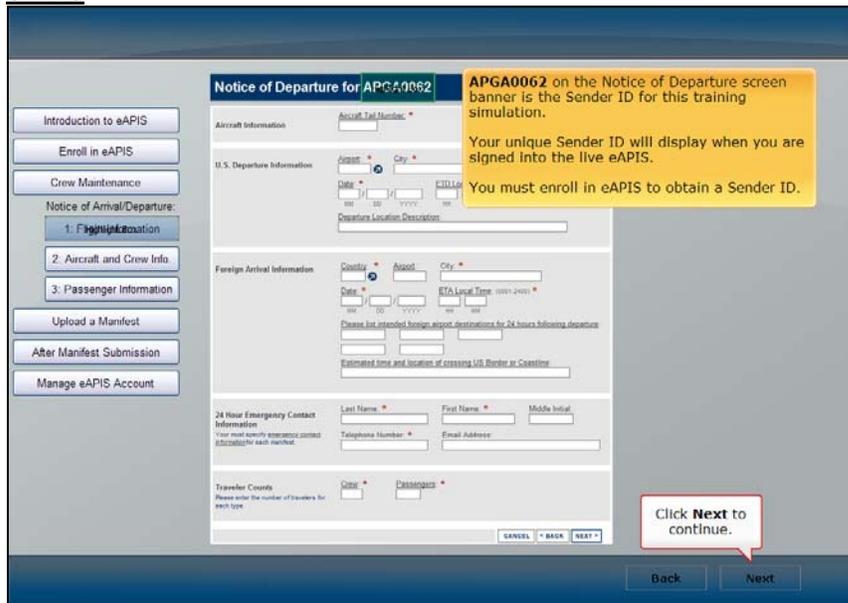
1) Text Caption : The steps to submit a Notice of Arrival and a Notice of Departure are very similar, so upon completion of the module, you will be able to submit both forms.

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1) Text Caption : This module is broken into lessons. To return to a specific section at a later time, select the lesson under Submit a Notice of Arrival/Departure from the tutorial Home page.

2) Text Caption: Click Submit link for "Notice of Departure" to begin the Notice of Departure process.

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1) Text Caption : **APGA0062** on the Notice of Departure screen banner is the Sender ID for this training simulation.

Your unique Sender ID will display when you are signed into the live eAPIS.

You must enroll in eAPIS to obtain a Sender ID.

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Notice of Departure for APGA0062

APGA0062 on the Notice of Departure screen banner is the Sender ID for this training simulation.

Your unique Sender ID will display when you are signed into the live eAPIS.

You must enroll in eAPIS to obtain a Sender ID.

To submit a Notice of Departure, complete the screens in the order they are presented, beginning with the Notice of Departure screen.

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account

Aircraft Information
Aircraft Tail Number *

U.S. Departure Information
Origin * City *
Date * City *
Departure Location Description *

Foreign Arrival Information
Country * Airport * City *
Date * ETA Local Time (GMT-0500) *
Please list intended foreign airport destinations for 24 hours following departure
Estimated time and location of crossing US Border at Coastline

24 Hour Emergency Contact Information
Last Name * First Name * Middle Initial *
Telephone Number * Email Address *

Traveler Counts
Please enter the number of travelers for each type
Crew * Passengers *

Click **Next** to continue.

Back Next

1) Text Caption : To submit a Notice of Departure, complete the screens in the order they are presented, beginning with the Notice of Departure screen.

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Notice of Departure for APGA0062

Aircraft Information
 Aircraft Tail Number *

U.S. Departure Information
 Origin * City *
 Date * ETA *
 Departure Location Description *

Foreign Arrival Information
 Country * Airport * City *
 Date * ETA *
 Planned, but intended, foreign airport *
 Estimated time and location of crossing US Border at Coastline *

24 Hour Emergency Contact Information
 *You must specify emergency contact information for each manifest.
 Last Name * First Name * Middle Initial *
 Telephone Number * Email Address *

Traveler Counts
 Please enter the number of travelers for each type.
 Crew * Passengers *

Buttons: GANCEL, BACK, NEXT

Callout boxes:
 - Yellow: APGA0062 on the Notice of Departure screen banner is the Sender ID for this training simulation. Your unique Sender ID will display when you are signed into the live eAPIS. You must enroll in eAPIS to obtain a Sender ID. To submit a Notice of Departure, complete the screens in the order they are presented, beginning with the Notice of Departure screen. On the first screen, enter basic aircraft and itinerary information for a flight departing the United States.
 - Red: Click Next to continue.

1) Text Caption : On the first screen, enter basic aircraft and itinerary information for a flight departing the United States.

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Notice of Departure for APGA0062

The **Aircraft Tail Number** is the number permanently affixed to the tail of the aircraft.

Aircraft Information
Aircraft Tail Number:
(704 x 67) (XXXX, Y123)

U.S. Departure Information
Airport: City: State:
Date: / / ETD Local Time: (0001-2400)
MM DD YYYY HH MM
Departure Location Description:

Foreign Arrival Information
Country: Airport: City:
Date: / / ETA Local Time: (0001-2400)
MM DD YYYY HH MM
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Click **Next** to continue.

Back Next

1) Text Caption : The **Aircraft Tail Number** is the number permanently affixed to the tail of the aircraft.

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The screenshot shows a web application interface for filing a Notice of Departure. The main title is "Notice of Departure for APGA0062". On the left, there is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items "1: Flight Information", "2: Aircraft and Crew Info", "3: Passenger Information"), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account".

The main form area is divided into three sections:

- Aircraft Information:** Contains a field for "Aircraft Tail Number" with a tooltip that reads: "The Aircraft Tail Number is the number permanently affixed to the tail of the aircraft. This field should contain alphanumeric characters only. Do not include any spaces or special characters. For example, enter XAXXX not XA-XXX." Below this is a "Departure Location Description" field.
- U.S. Departure Information:** Includes fields for "Airport", "City", and "Date" (with sub-fields for MM, DD, YYYY, HH, MM). There is a "Departure Location Description" field below these.
- Foreign Arrival Information:** Includes fields for "Country", "Airport", "City", "Date", and "ETA Local Time: (0001-2400)". Below these are two rows of text boxes for "Please list intended foreign airport destinations for 24 hours following departure" and "Estimated time and location of crossing US Border or Coastline".

At the bottom right, there is a red callout box pointing to the "Next" button that says "Click Next to continue." There are also "Back" and "Next" buttons at the very bottom of the form.

1) Text Caption : The **Aircraft Tail Number** is the number permanently affixed to the tail of the aircraft.

This field should contain alphanumeric characters only.

Do not include any spaces or special characters. For example, enter XAXXX not XA-XXX.

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Notice of Departure for APGA0062

Aircraft Information
 Aircraft Tail Number (704 x 67) (XXXX, Y120)

U.S. Departure Information
 Airport: City:
 Date: / /
MM DD YYYY
 Departure Location Description:

Foreign Arrival Information
 Country: Airport: City:
 Date: / / ETA Local Time: (0001-2400)
MM DD YYYY HH MM
 Please list intended foreign airport destinations for 24 hours following departure:

 Estimated time and location of crossing US Border or Coastline:

Callout Box:
 The Aircraft Tail Number is the number permanently affixed to the tail of the aircraft.
 This field should contain alphanumeric characters only.
 Do not include any spaces or special characters. For example, enter XAXXX not XA-XXX.
 For U.S.-registered aircraft, the initial "N" must be included. For example, enter N1234 not 1234.

Buttons: Back, Next

1) Text Caption : For U.S.-registered aircraft, the initial "N" must be included. For example, enter N1234 not 1234.

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Notice of Departure for APGA0062

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
Alter Manifest Submission
Manage eAPIS Account

Aircraft Information

Aircraft Tail Number: *

U.S. * City: *
MM / DD / YYYY
Departure Location Description:

Foreign Arrival Information

Country: * Airport: * City: *
Date: * ETA Local Time: (0001-2400) *
MM / DD / YYYY HH MM
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Back Next

The Aircraft Tail Number is the number permanently affixed to the tail of the aircraft.
This field should contain alphanumeric characters only.
Do not include any spaces or special characters. For example, enter XAXXX not XA-XXX.
For U.S. registered aircraft, the initial "N" must be included. For example, enter N1234 not 1234.
In this example, use Aircraft Tail Number N12345 for the flight.

Type N12345 in the Aircraft Tail Number field and press Tab.

1) Text Caption : In this example, use Aircraft Tail Number N12345 for the flight.

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Notice of Departure for APGA0062

Next, you will enter the **U.S. Departure Information**.

Aircraft Information
Aircraft Tail Number: [input]

U.S. Departure Information
Origin: [input] City: [input] State: [input]
Date: [input] Time: [input] (429 x 118)
ETA Local Time: [input] (2009-2400)
Departure Location Information: [input]

Foreign Arrival Information
Country: [input] Airport: [input] City: [input]
Date: [input] ETA Local Time: [input] (2009-2400)
Please list intended foreign airport destinations for 24 hours following departure:
[input]
Estimated time and location of crossing US Border as Coastline:
[input]

24 Hour Emergency Contact Information
Last Name: [input] First Name: [input] Middle Initial: [input]
Telephone Number: [input] Email Address: [input]

Traveler Counts
Please enter the number of travelers for each type:
Date: [input] Passengers: [input]

Click **Next** to continue.

Back Next

1) Text Caption : Next, you will enter the **U.S. Departure Information**.

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Notice of Departure for APGA0062

In the **Airport** field, enter the ICAO airport code of the airport from which you are departing.

Aircraft Information
Aircraft Tail Number: N12345

U.S. Departure Information
Airport: * City: * State: *
Date: * ETD Local Time: (0001-2400) *
City Description:

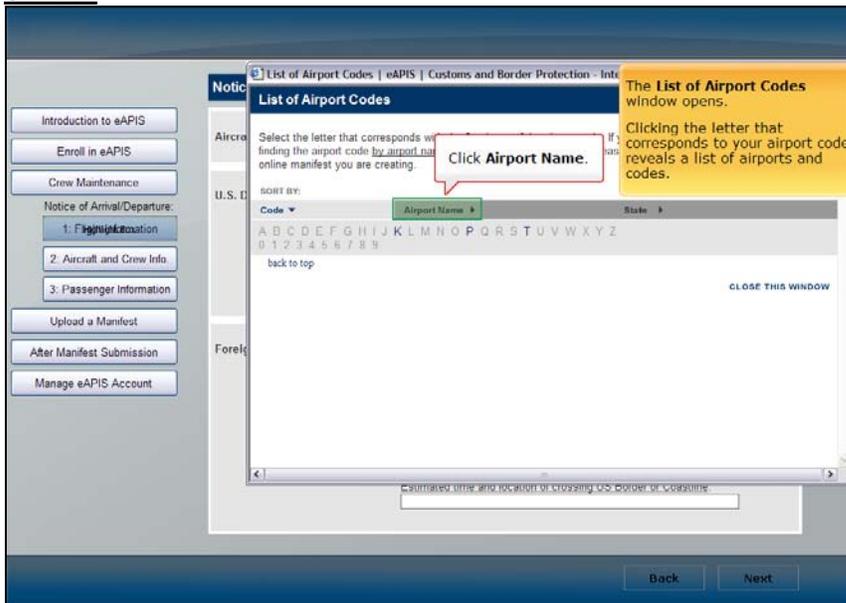
Click the arrow to the right of the **Airport** field to display a list of valid airport codes.

Foreign Arrival Information
Country: * Airport: * City: *
Date: * ETA Local Time: (0001-2400) *
Please list intended foreign airport destinations for 24 hours following departure:
Estimated time and location of crossing US Border or Coastline:

Back Next

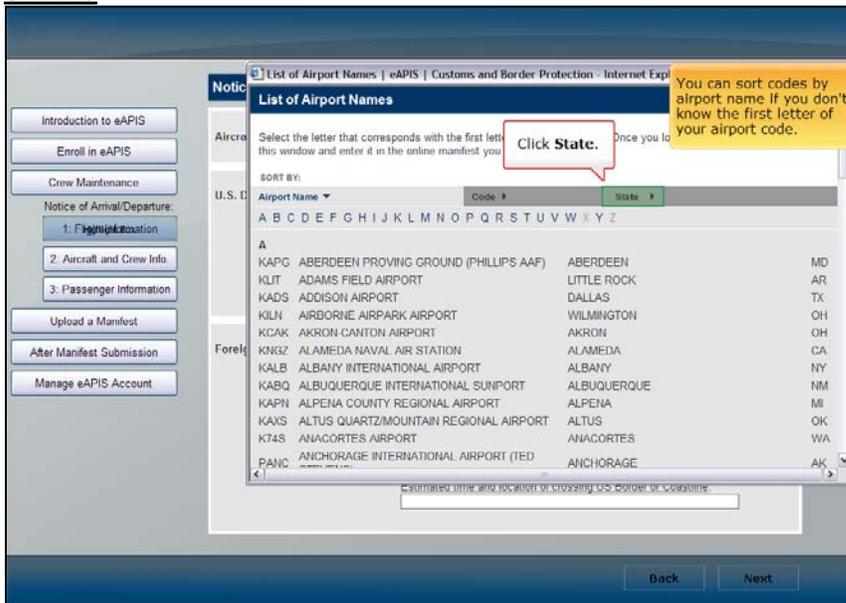
- 1) Text Caption : In the **Airport** field, enter the ICAO airport code of the airport from which you are departing.
- 2) Text Caption : Click the arrow to the right of the **Airport** field to display a list of valid airport codes.

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- 1) Text Caption : The List of Airport Codes window opens.
Clicking the letter that corresponds to your airport code reveals a list of airports and codes.
- 2) Text Caption : Click Airport Name.

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1) Text Caption : You can sort codes by airport name if you don't know the first letter of your airport code.

2) Text Caption : Click **State**.

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The screenshot displays a web application interface for eAPIS. A modal window titled "List of Airport States" is open, showing a table of airports. The table has columns for "Code", "Airport Name", and "State". The "Code" column is highlighted with a green box. A yellow callout box points to the "Code" column with the text "You can also sort by state to find airport codes." A red callout box points to the "Close" button in the window's title bar with the text "Click the Close button to return to the Notice of Departure." The background shows the "Notice of Arrival/Departure" form with steps 1, 2, and 3.

Code	Airport Name	State
P5KE	KETCHIKAN HARBOR SEAPLANE BASE	KETCHIKAN
P5Z1	JUNEAU HARBOR SEAPLANE BASE	JUNEAU
PACD	COLD BAY AIRPORT	COLD BAY
PAFA	FAIRBANKS INTERNATIONAL AIRPORT	FAIRBANKS
PAJN	JUNEAU INTERNATIONAL AIRPORT	JUNEAU
PAKT	KETCHIKAN INTERNATIONAL AIRPORT	KETCHIKAN
PANC	ANCHORAGE INTERNATIONAL AIRPORT (TED STEVENS)	ANCHORAGE
PAOM	NOME AIRPORT	NOME
PAOR	NORTHWAY AIRPORT	NORTHWAY
PASI	SITKA ROCKY GUTIERREZ AIRPORT	SITKA

- 1) Text Caption : You can also sort by state to find airport codes.
- 2) Text Caption : Click the **Close** button to return to the Notice of Departure.

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Notice of Departure for APGA0062

Aircraft Information: Aircraft Tail Number: N12345

U.S. Departure Information: Airport: * City: * ETD Local Time: (0001-2400) *

Foreign Arrival Information: Country: * Airport: * City: * Date: * ETA Local Time: (0001-2400) *

Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

- 1) Text Caption : If your airport is not on the list, enter the CBP airport that is closest to your actual departure location. For this example, use Baltimore/Washington International Airport as a departure location.
- 2) Text Caption : Type *KBWI* in the **Airport*** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
N12345

U.S. Departure Information
Airport: * KBWI
City: * Highlight Box
State: *
Date: *
ETD Local Time: (0001-2400) *
HH MM

Foreign Arrival Information
Country: *
Airport: *
City: *
Date: *
MM / DD / YYYY
ETA Local Time: (0001-2400) *
HH MM

Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : Type *Baltimore* in the **City*** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
N12345

U.S. Departure Information
Airport: * KBWI City: * Baltimore State: * MD
Date: * MM/DD/YYYY ETD Local Time: (GMT-4) *
Departure Location Descr: *

Foreign Arrival Information
Country: * Airport: * City: *
Date: * MM/DD/YYYY ETA Local Time: (0001-2400) *
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : Type MD in the **State*** field and press Tab.

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Notice of Departure for PGA0062

Manifests can be submitted for a current or future date.
Use May 13, 2009 as your departure date.

Aircraft Information
Aircraft Tail Number: N12345

U.S. Departure Information
Airport: KBWI Baltimore State: MD
Date: MM/DD/YYYY ETD Local Time: (0001-2400)
Type 05 into the MM Date field and press Tab.

Foreign Arrival Information
Country: Airport: City:
Date: MM/DD/YYYY ETA Local Time: (0001-2400)
Please list intended foreign airport destinations for 24 hours following departure:
Estimated time and location of crossing US Border or Coastline:

1) Text Caption : Manifests can be submitted for a current or future date.

Use May 13, 2009 as your departure date.

2) Text Caption : Type 05 into the **MM Date*** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
N12345

U.S. Departure Information
Airport: * KBWI City: * Baltimore State: * MD
Date: * 05 / 13 / 2009 ETD Local Time: (0001-2400) *
MM DD YYYY HH MM
Destination Description: *

Foreign Arrival Information
Country: * Airport: * City: *
Date: * MM / DD / YYYY ETA Local Time: (0001-2400) *
MM DD YYYY HH MM
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : Type 13 in the **DD Date** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
N12345

U.S. Departure Information
Airport: * KBWI City: * Baltimore State: * MD
Date: * 05 / 13 / [] / []
ETD Local Time: (0001-2400) *
Description: *

Foreign Arrival Information
Country: * Airport: * City: *
Date: * / /
ETA Local Time: (0001-2400) *
Please list intended foreign airport destinations for 24 hours following departure:
Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : Type 2009 in the **YYYY Date*** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
N12345

U.S. Departure Information
Airport: * KBWI City: * Baltimore State: * MD
Date: * 05 / 13 / 2009 ETD Local Time: * 13
MM DD YYYY HH MM
Departure Location Description: *

Foreign Arrival Information
Country: * Airport: * City: *
Date: * / / ETA Local Time: * (0001-2400) *
MM DD YYYY HH MM
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : Type 30 in the **MM ETD Local Time** field and press Tab.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: N12345

U.S. Departure Information
Airport: KBWI City: Baltimore State: MD
Date: 05 / 13 / 2009 ETD Local Time: 13 30
Departure Location Description: (419 x 46) (x156; 1:305)

Foreign Arrival Information
Country: Airport: City:
Date: ETA Local Time: (0001-2400)
Please list intended foreign airport destinations for 24 hours following departure:
Estimated time and location of crossing US Border or Coastline:

Back Next

1) Text Caption : In the **Departure Location Description** field, you will enter the actual place of departure.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Num: W12345

U.S. Departure Information
Airport: KBWI City: Baltimore State: MD
Date: 05 / 13 / 2009 ETD Local Time: (0001-2400) 13 30
Departure Location Description: (419 x 46) (x156; 1:305)

Foreign Arrival Information
Country: Airport: City:
Date: ETA Local Time: (0001-2400)
Please list intended foreign airport destinations for 24 hours following departure:
Estimated time and location of crossing US Border or Coastline:

Click Next to continue.

Back Next

- 1) Text Caption : In the **Departure Location Description** field, you will enter the actual place of departure. Use this field if your actual departure location is not on the ICAO list of airports above.

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Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number: *
W12345

U.S. Departure Information
Airport: * City: *
Date: * / /
MM DD YYYY HH MM
Departure Location Description
(419 x 46)
(4156; 11305)

Foreign Arrival Information
Country: * Airport: * City: *
Date: * / /
MM DD YYYY HH MM
ETA Local Time: (0001-2400) *
Please list intended foreign airport destinations for 24 hours following departure:

Estimated time and location of crossing US Border or Coastline:

Click **Next** to continue.

Back Next

1) Text Caption : For example: If you are leaving from North Perry Airport in Hollywood, FL (airport code KHWO), but you don't find KHWO on the list:

Enter in the **Airport*** field: *KFLL*, the closest CBP airport to North Perry.

Enter in the **Departure Location Description** field: *KHWO, North Perry Airport, Hollywood, FL.*

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Notice of Departure for APGA0062

Next, you will enter the Foreign Arrival Information.

Click Next to continue.

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1: Flight Information
2: Aircraft and Crew Info
3: Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account

Aircraft Information
Aircraft Tail Number: IN1245

U.S. Departure Information
Airport: Baltimore State
City: MD
Date: 03/2009
ETA Local Time: 0800-2400
Departure Location Description:

Foreign Arrival Information
Country: Airport: City:
Date: ETA Local Time: 0800-2400
Flight Box:
Change list (X=24, Y=24)
Estimated time and location of crossing US Border or Coastline

24 Hour Emergency Contact Information
Last Name: First Name: Middle Name:
Telephone Number: Email Address:

Traveler Counts
Crew: Passengers:

CANCEL BACK NEXT

Back Next

1) Text Caption : Next, you will enter the Foreign Arrival Information.

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The screenshot shows a web application interface for entering flight departure information. The main heading is "Notice of Departure for APGA0062". On the left, there is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account".

The main content area is divided into several sections:

- Foreign Arrival Information:** Includes a "Country" dropdown menu (with a red box around it and a callout: "Type *PRT*, the country code for Portugal, in the **Country** field and press Tab."), a "Date" field (DD / YYYY), an "ETA Local Time" field (HH MM), and a "list intended foreign airport destinations for 24 hours following departure:" field.
- 24 Hour Emergency Contact Information:** Includes fields for "Last Name", "First Name", "Middle Initial", "Telephone Number", and "Email Address". A note states: "Your must specify emergency contact information for each manifest."
- Traveler Counts:** Includes fields for "Crew" and "Passengers" with a note: "Please enter the number of travelers for each type."

At the bottom of the form are "CANCEL", "< BACK", and "NEXT >" buttons. Below the form, there are "Back" and "Next" buttons.

1) Text Caption : The initial information that you will enter in this section is the first foreign port of arrival where the flight is scheduled to land.

In this example, use Ponta Delgada, Portugal.

2) Text Caption : Type *PRT*, the country code for Portugal, in the **Country*** field and press Tab.

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Notice of Departure for APGA0062

Foreign Arrival Information

Country: * Airport: City: *

Date: * ETA Local Time: (0001-2400) *

Estimated time and location of crossing US Border or Coastline:

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: * First Name: * Middle Initial:

Telephone Number: * Email Address:

Traveler Counts

Please enter the number of travelers for each type.

Crew: * Passengers: *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type *LPPD*, the airport code for Ponta Delgada, in the **Airport** field and press Tab.

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Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Highlight Box

Date: * ET/Local Time: (0001-2400) * MM

Estimated time and location of crossing US Border or Coastline:

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: * First Name: * Middle Initial:

Telephone Number: * Email Address:

Traveler Counts

Please enter the number of travelers for each type.

Crew: * Passengers: *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type *Ponta Delgada* in the **City*** field and press Tab.

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The screenshot shows a web form titled "Notice of Departure for APGA0062". On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account".

The main form area contains:

- Foreign Arrival Information:** Fields for Country (PRT), Airport (LPPD), Date (MM/DD/YYYY), and Estimated time of arrival (HH:MM). A yellow callout box points to the Date field with the text: "Enter the local date that the flight arrives at the arrival airport. In this example, the flight will arrive the same day, May 13, 2009." A red callout box points to the MM field with the text: "Type 05 in the MM Date field and press Tab."
- 24 Hour Emergency Contact Information:** Fields for Last Name, First Name, Middle Initial, Telephone Number, and Email Address.
- Traveler Counts:** Fields for Crew and Passengers.

 At the bottom right of the form are buttons for "CANCEL", "< BACK", and "NEXT >". Below the form area are "Back" and "Next" buttons.

1) Text Caption : Enter the local date that the flight arrives at the arrival airport.

In this example, the flight will arrive the same day, May 13, 2009.

2) Text Caption : Type 05 in the **MM Date*** field and press Tab.

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Notice of Departure for APGA0062

Foreign Arrival Information

Country: * Airport: City: *

Date: * / / ETA Local Time: (0001-2400) *

Please list extended foreign airport destinations for 24 hours following departure:

Signature and location of crossing US Border or Coastline:

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: * First Name: * Middle Initial:

Telephone Number: * Email Address:

Traveler Counts

Please enter the number of travelers for each type.

Crew * Passengers *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type 13 in the DD Date* field and press Tab.

Slide35

The screenshot shows a web-based form titled "Notice of Departure for APGA0062". On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account".

The main form area contains:

- Foreign Arrival Information:** Fields for Country (PRT), Airline (LPP), Date (05/13/2009), and ETA Local Time (06:35). A yellow callout box says: "Type the estimated time of arrival. Use local time in military format. For this example, use 6:35 PM local time." A red callout box points to the HH field of the ETA field, saying: "Type 18 in the HH ETA Local Time field and press Tab." Below this is a field for "Estimated time of arrival for 24 hours following departure: (Please list intended times for each flight) (Including US Border or Coastline)".
- 24 Hour Emergency Contact Information:** Fields for Last Name, First Name, Middle Initial, Telephone Number, and Email Address. A note states: "Your must specify emergency contact information for each manifest."
- Traveler Counts:** Fields for Crew and Passengers. A note says: "Please enter the number of travelers for each type."

 At the bottom right are "CANCEL", "< BACK", and "NEXT >" buttons. At the very bottom of the slide are "Back" and "Next" buttons.

1) Text Caption : Type the estimated time of arrival.

Use local time in military format.

For this example, use 6:35 PM local time.

2) Text Caption : Type 18 in the **HH ETA Local Time*** field and press Tab.

Slide36

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada

Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 15 : 35

Type 35 in the MM ETA Local Time field and press Tab.

Estimated time and location of crossing US Border or Coastline: _____

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: * First Name: * Middle Initial: _____

Telephone Number: * Email Address: _____

Traveler Counts

Please enter the number of travelers for each type.

Crew * Passengers *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type 35 in the MM ETA Local Time* field and press Tab.

Slide37

The screenshot shows a web form titled "Notice of Departure for APGA0062" with an American flag icon. On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items 1-3), "Upload a Manifest", "After Manifest Submission", and "Manage eAPIS Account". The main form area has the following sections:

- Foreign Arrival Information:** Fields for Country (PRT), Airport (LPPD), City (Porto Delgada), Date (05/13/2009), and ETA Local Time (0001-2400). Below these is a green box for "Please list intended foreign airport destinations for 24 hours following departure" with a "Flight box" label and a "Next" button.
- 24 Hour Emergency Contact Information:** Fields for Telephone Number and Email Address.
- Traveler Counts:** Fields for Crew and Passengers.

A yellow callout box points to the green box with the text: "In the ...intended foreign airport destinations... section above, list in order the ICAO airport codes of any foreign airports at which you plan to land after your first foreign landing on this trip." A red callout box points to the "Next" button with the text: "Click Next to continue." At the bottom are "Back" and "Next" buttons.

1) Text Caption : In the **...intended foreign airport destinations...** section above, list in order the ICAO airport codes of any foreign airports at which you plan to land *after* your first foreign landing on this trip.

Slide38

Notice of Departure for APGA0062

Introduction to eAPIS
 Enroll in eAPIS
 Crew Maintenance
 Notice of Arrival/Departure:
 1. Flight Information
 2. Aircraft and Crew Info
 3. Passenger Information
 Upload a Manifest
 After Manifest Submission
 Manage eAPIS Account

Foreign Arrival Information

Country: * Airport: City: *
 Date: * / / ETA Local Time: (0001-2400) * :
MM DD YYYY HH MM

Please list intended foreign airport destinations for 24 hours following departure:
 Airport Code:
(468 x 69) (4x464; Y:238)

Estimated time and location of crossing US Border or Coastline:

24 Hour Emergency Contact Information
 Your must specify emergency contact information for each manifest.

Traveler Counts
 Please enter the number of travelers for each type.
 Crew: * Passengers: *

In the **...intended foreign airport destinations...** section above, list in order the ICAO airport codes of any foreign airports at which you plan to land *after* your first foreign landing on this trip.

For example, you plan to fly:
 • from Teterboro (KTEB) in New Jersey
 • stop in Ponta Delgada (LPPD) in the Azores for fuel
 • drop off your friend in Rome (LIRF)
 • then continue to your final destination of Athens (LGAV)

Click **Next** to continue.

1) Text Caption : In the **...intended foreign airport destinations...** section above, list in order the ICAO airport codes of any foreign airports at which you plan to land *after* your first foreign landing on this trip.

For example, you plan to fly:
 from Teterboro (KTEB) in New Jersey
 stop in Ponta Delgada (LPPD) in the Azores for fuel
 drop off your friend in Rome (LIRF)

Slide39

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada

Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 18 : 25

Please list intended foreign airport destinations for 24 hours following departure:

1 Airport box: (468 x 69)

2 Airport box: (468 x 69)

Estimated time and location of crossing US Border or Coastline:

In the ...intended foreign airport destinations... section above, list in order the ICAO airport codes of any foreign airports at which you plan to land *after* your first foreign landing on this trip.

For example, you plan to fly:

- from Teterboro (KTEB) in New Jersey
- stop in Ponta Delgada (LPPD) in the Azores for fuel
- drop off your friend in Rome (LIRF)
- then continue to your final destination of Athens (LGAV)

In this highlighted section you will enter **LIRF** and **LGAV**, the 2 airports following your foreign arrival in **LPPD**, which you have entered as your foreign airport of arrival.

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Traveler Counts

Please enter the number of travelers each type.

Click Next to continue.

Back Next

1) Text Caption : In this highlighted section you will enter **LIRF** and **LGAV**, the 2 airports following your foreign arrival in **LPPD**, which you have entered as your foreign airport of arrival.

Slide40

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: * LPPD Heliport: * (364) 5 281 Delgada (0-164) 11120

Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 18 : 25

Please list intended foreign airport destinations for 24 hours following departure:
LRP LGAV

Estimated time and location of crossing US Border or Coastline:

In summary, initial Foreign Arrival Information (in a Notice of Departure) will contain the Country, Airport and City of the first foreign port at which you plan to land.

24 Hour Em Information
Your must specify emergency contact information for each manifest. Telephone Number: * Email Address:

Traveler Counts
Please enter the number of travelers for each type.
Crew * Passengers *

Click Next to continue. [Next >]

Back Next

1) Text Caption : In summary, initial **Foreign Arrival Information** (in a Notice of Departure) will contain the Country, Airport and City of the first foreign port at which you plan to land.

Slide41

Notice of Departure for APGA0062

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account

Foreign Arrival Information

Country: * PRT Airport: Hahnemann (36615281) (D-164) (11120)
Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) *
Please list intended foreign airport destinations for 24 hours following departure:
LRP LGAV
Estimated time and location of crossing US Border or Coastline:

24 Hour Em Information
Your manifest must specify information for:

Foreign Departure Information (In a Notice of Arrival) will contain the Country, Airport and City of the last foreign port from which you depart before entering the U.S.

Traveler Counts
Please enter the number of travelers for each type:
Crew * Passengers *

Click **Next** to continue. [Next >]

Back Next

1) Text Caption : **Foreign Departure Information** (in a Notice of Arrival) will contain the Country, Airport and City of the last foreign port from which you depart before entering the U.S.

Slide42

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada

Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) *

Please list intended foreign airport destinations for 24 hours following departure:

LRP LGA/V Airport Box (468 x 69)

Estimated time and location of crossing US Border or Coastline:

24 Hour Em Information

Your must spe information for

Foreign Departure Information (in a Notice of Arrival) will contain the Country, Airport and City of the last foreign port from which you depart before entering the U.S.

In both cases, ICAO airport codes for all other foreign airports on your itinerary will go in the boxes highlighted in green above.

Click Next to continue.

Back Next

- 1) Text Caption : In both cases, ICAO airport codes for all other foreign airports on your itinerary will go in the boxes highlighted in green above.

Slide43

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LRPD City: * Ponta Delgada

Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 18 35

Please list intended foreign airport destinations for 24 hours following departure:

LRF: LGAV Flight box: (560 + 69) (0x464; V:238)

Estimated time and location of crossing US Border or Coastline:

For more information on the **...intended foreign airport destination...** fields, you can work through a brief practice scenario that will launch in a separate window. Upon completion of the scenario, close the window to return to this screen. Or you may skip the scenario and continue to the next screen in our training.

Traveler Counts

Please enter the number of travelers for each type.

Crew * Passengers *

To launch the practice scenario, click **Scenario**.

To skip the scenario, click **Next**.

Scenario Back Next

1) Text Caption : For more information on the **...intended foreign airport destination...** fields, you can work through a brief practice scenario.

eAPIS Scenario: Foreign Departure Information

Slide43-B

The screenshot shows a web browser window titled "Adobe Flash Player 10" displaying an "eAPIS Scenario" for "Foreign Departure Information". The form is titled "Notice of Arrival for APGA0162" and features an American flag graphic. It is divided into three main sections: "Aircraft Information", "Foreign Departure Information", and "U.S. Arrival Information".

Aircraft Information: Includes a field for "Aircraft Tail Number" with an asterisk.

Foreign Departure Information: Includes fields for "Country", "Airport", and "City", all with asterisks. A "Date" field is split into MM, DD, and YYYY. An "ETD Local Time" field is split into HH and MM. Below these are instructions: "Please list foreign airports landed at within 24 hours of departure:" followed by three empty input boxes, and "Estimated time and location of crossing US Border or Coastline:" followed by one empty input box.

U.S. Arrival Information: Includes fields for "Airport", "Date", and "ETA Local Time", all with asterisks. The "Date" field is split into MM, DD, and YYYY. The "ETA Local Time" field is split into HH and MM. Below these are fields for "City" and "State", both with asterisks, and an "Arrival Location Description" field.

Two callout boxes are present: a yellow one on the right stating "In this scenario you will practice choosing the correct locations to input into the **Foreign Departure Information** section of a **Notice of Arrival**." and a white one at the bottom right stating "Click **Next** to begin the scenario." At the bottom of the form are "Back" and "Next" buttons.

- 1) Text Caption : In this scenario you will practice choosing the correct locations to input into the **Foreign Departure Information** section of a **Notice of Arrival**.

Slide43-C

Adobe Flash Player 10

eAPIS Scenario
Foreign Departure Information

Notice of Arrival for APGA0162

Aircraft Information
Aircraft Tail Number: *
N12345

Foreign Departure Information
Country: *
DOM
Airport: *
MDSD
City: *
Santo Domingo
Date: *
05 / 13 / 2005
ETD Local Time: (0001)
13 34
MM DD YYYY HH MM
Please list foreign airports landed at within 24 hours of departure:
Estimated time and location of crossing US Border or Coastline:

U.S. Arrival Information
Airport: *
KMIA
Date: *
05 / 14 / 2005
ETA Local Time: (0001-2400) *
18 36
MM DD YYYY HH MM
City: *
Miami
State: *
FL
Arrival Location Description:

You are a pilot departing Rio de Janeiro (**SBGL**) and landing in Santo Domingo (**MDSD**) to refuel. After refueling, you depart for your final destination, Miami, FL, USA (**KMIA**).

Click **Next** to continue.

Back Next

- 1) Text Caption : You are a pilot departing Rio de Janeiro (**SBGL**) and landing in Santo Domingo (**MDSD**) to refuel. After refueling, you depart for your final destination, Miami, FL, USA (**KMIA**).

Slide43-D

Notice of Arrival for APGA0162

Aircraft Information
 Aircraft Tail Number: *

Foreign Departure Information
 Country: * Airport: City: *
 Date: * / / ETD Local Time: (0001) :
 MM DD YYYY HH MM
 Please list foreign airports landed at within 24 hours

 Estimated time of arrival: Please list foreign airports landed at within 24 hours of departure

U.S. Arrival Information
 Airport: * Date: * / / ETA Local Time: (0001-2400) * :
 MM DD YYYY HH MM
 City: * State: *

Arrival Location Description:

Click **Next** to continue.

Back Next

- 1) Text Caption : **Note** the underlined sentence, “Please list foreign airports landed at within 24 hours of departure.” In this section, input the **ICAO airport code(s)** for any other foreign airports that have been part of your itinerary within 24 hours of your departure.

Slide43-E

Notice of Arrival for APGA0162

Foreign Departure Information

Country: Airport: City:

Date: / / ETD Local Time: (0001-2400) :

Please list foreign airports landed at within 24 hours of departure:

SBGL:

Estimated time and location of crossing US Border or Coastline:

Remember, your foreign departure location is Santo Domingo (**MDSO**), where you refuel after departing Rio de Janeiro (**SBGL**). Your final destination is Miami (**KMIA**).

Click the box that includes the correctly completed list of "...foreign airports landed at within 24 hours of departure."

Back Next

- 1) Text Caption : Remember, your foreign departure location is Santo Domingo (MDSO), where you refuel after departing Rio de Janeiro (SBGL). Your final destination is Miami (KMIA).
- 2) Text Caption : Click the box that includes the correctly completed list of "...foreign airports landed at within 24 hours of departure."

Slide43-F

Adobe Flash Player 10

eAPIS Scenario
Foreign Departure Information

Notice of Arrival for APGA0162

Aircraft Information
Aircraft Tail Number: *
N12345

Foreign Departure Information
Country: *
DOM
Airport: *
MDSO
City: *
Santo Domingo
Date: *
05 / 13 / 2009
ETD Local Time: (0001)
13 : 24
Please list foreign airports landed at within 24 hours of departure:
Estimated time and location of crossing US Border or Coastline:

U.S. Arrival Information
Airport: *
KMA
Date: *
05 / 14 / 2009
ETA Local Time: (0001-2400) *
10 : 36
City: *
Miami
State: *
FL
Arrival Location Description:

Retry

Click the **Close** button "X" to return to the **eAPIS Notice of Departure & Arrival** module.

Correct: Rio de Janeiro (**SBGL**) is the only foreign airport on your itinerary other than Santo Domingo (**MDSO**), which is already listed above.

- 1) Text Caption : Correct: Rio de Janeiro (SBGL) is the only foreign airport on your itinerary other than Santo Domingo (MDSO), which is already listed above.

Slide44

Notice of Departure for APGA0062

Foreign Arrival Information

Country: * PRT Airport: LPPD

Date: * 05 / 13 / 2009

Please list intended foreign LRP LGAV

Estimated time and location of crossing US Border or Coastline:

24 Int: Last Name: * Middle Initial:
Ye: Email Address:
Int:

Traveler Counts

Crew * Passengers *

Please enter the number of travelers for each type.

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Enter in this field the estimated time and location where you will cross the U.S. border. Specify local or Coordinated Universal "Zulu" Time. Location can be a description or latitude and longitude coordinates.

2) Text Caption : Type *18:35 local, Atlantic City, NJ* in the **Estimated time and location of crossing US Border or Coastline** field and press Tab.

Slide45

1) Text Caption : Next, you will enter **24 Hour Emergency Contact Information** including the name, phone number and email address (if available) of a third party contact such as a broker, dispatcher, repair shop, or individual who is knowledgeable about this particular flight.

Slide46

Notice of Departure for APGA0062

In this example, use the name Hand E. Mechanic.

Foreign Arrival Information

Country: Airport: City:

Date: / / ETA Local Time: (0001-2400) :

Please list intended foreign airport destinations for 24 hours following departure:
LRP LGAV

Estimated time and location of crossing US Border or Coastline:
10:45 local, 12 miles east of Atlantic City, NJ

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: First Name: Middle Initial:

Telephone Number: Email Address:

Type the name *Mechanic* in the **Last Name** field and press Tab.

Traveler Counts

Please enter the number of travelers for each type.

Crew: Passengers:

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type the name *Mechanic* in the **Last Name*** field and press Tab.

2) Text Caption : In this example, use the name Hand E. Mechanic.

Slide47

The screenshot shows a web application interface for a 'Notice of Departure for APGA0062'. On the left is a navigation menu with buttons for 'Introduction to eAPIS', 'Enroll in eAPIS', 'Crew Maintenance', 'Notice of Arrival/Departure' (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), 'Upload a Manifest', 'Alter Manifest Submission', and 'Manage eAPIS Account'. The main content area is titled 'Notice of Departure for APGA0062' and features an American flag. It is divided into three main sections: 'Foreign Arrival Information' with fields for Country (PRT), Airport (LPPD), City (Ponta Delgada), Date (05/13/2009), and ETA Local Time; '24 Hour Emergency Contact Information' with fields for Last Name (Mechanic), First Name (highlighted in green), Middle Initial, Telephone Number, and Email Address; and 'Traveler Counts' with fields for Crew and Passengers. A red callout box with a white background and black border points to the 'First Name' field, containing the text: 'Type the name Hand in the First Name* field and press Tab.' At the bottom of the form are 'CANCEL', '< BACK', and 'NEXT >' buttons. Below the form area are 'Back' and 'Next' buttons.

1) Text Caption : Type the name *Hand* in the **First Name*** field and press Tab.

Slide48

The screenshot shows a web-based form titled "Notice of Departure for APGA0062". On the left is a navigation menu with buttons for "Introduction to eAPIS", "Enroll in eAPIS", "Crew Maintenance", "Notice of Arrival/Departure" (with sub-items 1: Flight Information, 2: Aircraft and Crew Info, 3: Passenger Information), "Upload a Manifest", "Alter Manifest Submission", and "Manage eAPIS Account". The main form area is divided into several sections:

- Foreign Arrival Information:** Includes fields for Country (PRT), Airport (LPPD), City (Ponta Delgada), Date (05/13/2009), and ETA Local Time (18:25). It also has a section for listing intended foreign airport destinations and an estimated time/location of crossing the US border.
- 24 Hour Emergency Contact Information:** Requires Last Name (Mechanic), First Name, Middle Initial (highlighted with a red box and callout), Telephone Number, and Email Address.
- Traveler Counts:** Fields for Crew and Passengers.

At the bottom of the form are "CANCEL", "< BACK", and "NEXT >" buttons. Below the form area are "Back" and "Next" buttons.

1) Text Caption : Type the initial *E* in the **Middle Initial** field and press Tab.

Slide49

Notice of Departure for APGA0062

Type the telephone number where someone can be reached 24 hours a day.

Foreign Arrival Information

Country: Airport:

Date: / / ETA Local Time: (0001-2400) :

Please list intended foreign airport destinations for 24 hours following departure:
 LRP: LGA/V:

Estimated time and location of crossing US Border or Coastline:
 10:45 local, 12 miles east of Atlantic City, NJ

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: First Name: Middle Initial:

Telephone Number: Email Address:

Traveler Counts

Please enter the number of travelers for each type.

CANCEL < BACK NEXT >

Back Next

- 1) Text Caption : Type the telephone number where someone can be reached 24 hours a day.
- 2) Text Caption : Type 555-555-5555 in the **Telephone Number*** field and press Tab.

Slide50

Notice of Departure for APGA0062

Foreign Arrival Information

Country: Airport: City:

Date: / / ETA Local Time: (0001-2400) :

Please list intended foreign airport destinations for 24 hours following departure:
LRR LGAV

Estimated time and location of crossing US Border or Coastline:

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: First Name: Middle Initial:

Telephone Number: Email Address:

Traveler Counts

Please enter the number of travelers for each type.

Crew

Navigation: CANCEL < BACK NEXT > Back Next

1) Text Caption : Type *handyman@wingsrus.com* in the **Email Address** field and press Tab.

Slide51

Notice of Departure for APGA0062

Aircraft Information
Aircraft Tail Number:

U.S. Departure Information
Airport: City: State:
Date: ETA Local Time:
Departure Location Description:

Foreign Arrival Information
Country: Airport: City:
Date: ETA Local Time:
Please list extended foreign airport destinations for 24 hours following departure:
LAP: LSAV:
Estimated time and location of crossing US Border or Coastline
(15-45 min, 12 miles east of Miami City, FL)

24 Hour Emergency Contact Information
Last Name: First Name: Middle Name:
Lastname: First: Middle:
Telephone Number: Email Address:

Traveler Counts
Please enter the number of travelers for each type:
Crew: Flight Deck: (453 x 42)
(0-242; Y-553)

CANCEL BACK NEXT

Back Next

- 1) Text Caption : Next, you will enter the number of travelers (crew and passengers) on this flight. Detailed traveler information will be required on later screens.

Slide52

Notice of Departure for APGA0062

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
Alter Manifest Submission
Manage eAPIS Account

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada
Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 10 : 25
Please list intended foreign airport destinations for 24 hours following departure:
LRP LGA V
Estimated time and location of crossing US Border or Coastline:
10:45 local, 12 miles east of Atlantic City, NJ

24 Hour Emergency Contact Information

Last Name: * Mechanic First Name: * Middle Initial: * E
Phone Number: * 55-5555 Email Address: handyman@wingarus.com

Traveler Counts

Please enter the number of travelers for each type.

Crew * Passengers *

CANCEL < BACK NEXT >

Back Next

1) Text Caption : Type 1 in the **Crew*** field and press Tab.

Slide53

Notice of Departure for APGA0062

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
Alter Manifest Submission
Manage eAPIS Account

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada
Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 10 : 25
Please list intended foreign airport destinations for 24 hours following departure:
LRP LGAV
Estimated time and location of crossing US Border or Coastline:
10:45 local, 12 miles east of Atlantic City, NJ

24 Hour Emergency Contact Information

Your must specify emergency information for each manifest
Last Name: * Mechanic First Name: * Hand Middle Initial: * E
Email Address: handyman@wingarus.com

Traveler Counts

Please enter the number of travelers for each type.

Crew * 1 Passengers *

CANCEL < BACK NEXT >
Back Next

1) Text Caption : Type 1 in the **Passengers*** field and press Tab.

Slide54

Notice of Departure for APGA0062

Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1. Flight Information
2. Aircraft and Crew Info
3. Passenger Information
Upload a Manifest
Alter Manifest Submission
Manage eAPIS Account

Foreign Arrival Information

Country: * PRT Airport: LPPD City: * Ponta Delgada
Date: * 05 / 13 / 2009 ETA Local Time: (0001-2400) * 10 : 35
MM DD YYYY HH MM
Please list intended foreign airport destinations for 24 hours following departure:
LRR LGAV
Estimated time and location of crossing US Border or Coastline:
10:45 local, 12 miles east of Atlantic City, NJ

24 Hour Emergency Contact Information

Your must specify emergency contact information for each manifest.

Last Name: * Mechanic First Name: * Hand Middle Initial: * E
Telephone Number: * 555-555-5555 Email Address: handyman@wingarvus.com

Traveler Counts

Please enter the number of travelers for each type.

Crew * 1 Passengers * 1

Click **Next** for the **Lesson 1: Flight Information** knowledge check.

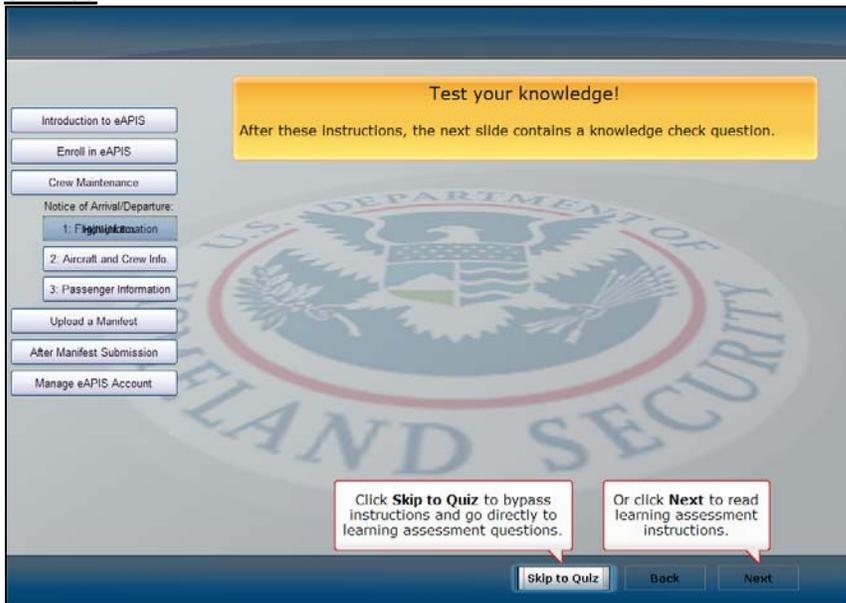
Back Next

1) Text Caption : The next screen in eAPIS is Aircraft Information.

You will learn how to complete this screen in Lesson 2.

2) Text Caption : Proceed to the next slide for the **Lesson 1: Flight Information** knowledge check.

Slide55



1) Text Caption : Test your knowledge!

After these instructions, the next slide contains a knowledge check question.

Slide56



1) Text Caption : Test your knowledge!

After these instructions, the next slide contains a knowledge check question.

Choose the best answer to the question.

Slide57

Test your knowledge!

Upon completion of the question, you can:

- Review your response.
- Continue to the next lesson in the **Notice of Arrival/Departure** module: **Lesson 2: Aircraft & Crew Information.**
- Select any other module from the module menu.
- Exit the tutorial at any time by clicking the close button.

Click **Next** to continue.

Back Next

1) Text Caption : Test your knowledge!

Upon completion of the question, you can:

Review your response.

Continue to the next lesson in the **Notice of Arrival/Departure** module: **Lesson 2: Aircraft & Crew Information.**

Slide58

Multiple choice

When submitting a Notice of Departure or Arrival, you:

- A) Can update any information on your manifest after submitting it to CBP.
- B) Can enter aircraft, flight and operator information in any order you choose.
- C) Must submit your manifest on the date of the flight; you may not submit a manifest for a future date.
- D) Must complete the screens in the order they are presented.

Correct!

The correct answer is "D."
When submitting a Notice of Departure or Arrival, you must complete the screens in the order they are presented.

Please try again.

Click anywhere to continue.

Review Area
(290 x 77)
(0:20, Y:564)

Question 1 of 1 Back Skip Submit

Multiple choice

When submitting a Notice of Departure or Arrival, you:

- A) Can update any information on your manifest after submitting it to CBP.
- B) Can enter aircraft, flight and operator information in any order you choose.
- C) Must submit your manifest on the date of the flight; you may not submit a manifest for a future date.
- D) Must complete the screens in the order they are presented.

1) Text Caption : The correct answer is "D." When submitting a Notice of Departure or arrival, you must complete the screens in the order they are presented.

Slide59

Electronic Advance Passenger Information System
CUSTOMS & BORDER PROTECTION
U.S. DEPARTMENT OF HOMELAND SECURITY

Private Aviation - Manifest Options

The Electronic Advance Passenger Information System for Private Aircraft allows authorized users the ability to Submit Notice of Departure and Notice of Arrival manifests to Customs and Border Protection, an agency of the U.S. Department of Homeland Security. Please select an option below, or Help for assistance.

Your current email address is: **LTEAMMEMBER@email.com**. All DHS response emails will be sent to this email address. If this is not correct, please select the "Modify primary account holder information" option under Manage Account.

Traveler Options	Manage Account	Upload Manifest
Select an option below to update or create your crew information or to submit a Notice of Departure or a Notice of Arrival.	Select an option below to manage account information. Select here to view user account frequently asked questions.	Select the "Upload" option below or "Download" the latest XML schema.
Update or Create Crew and Pilot Information	Update your password.	Upload a General Aviation XML compliant document.
Modify primary account holder		

[Submit Notice of Departure](#)

[Submit Notice of Arrival](#)

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1) Text Caption : This concludes Lesson 1: Flight Information of the Notice of Arrival/Departure module.

The next lesson in this module is Lesson 2: Aircraft & Crew Information.