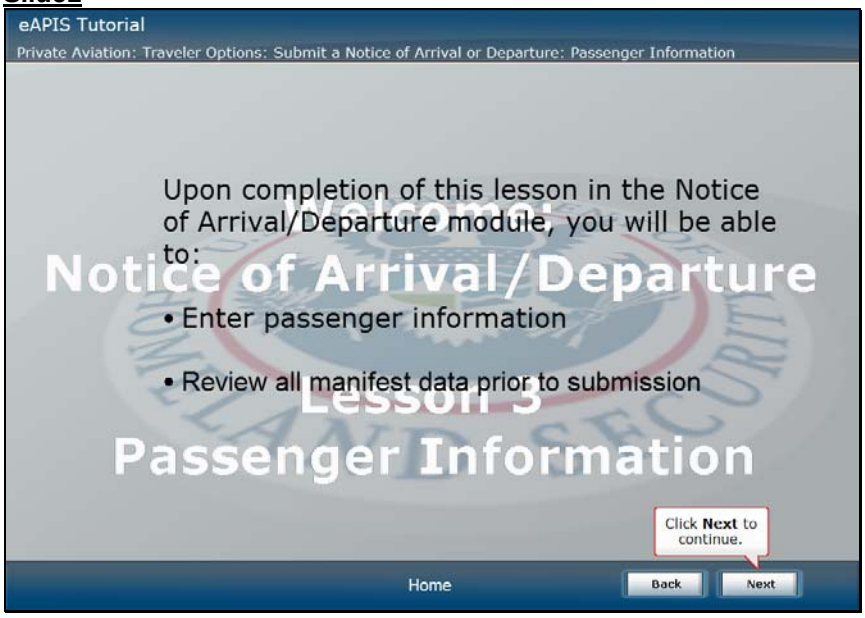
Notice of Arrival Departure

Lesson 3, Passenger Information

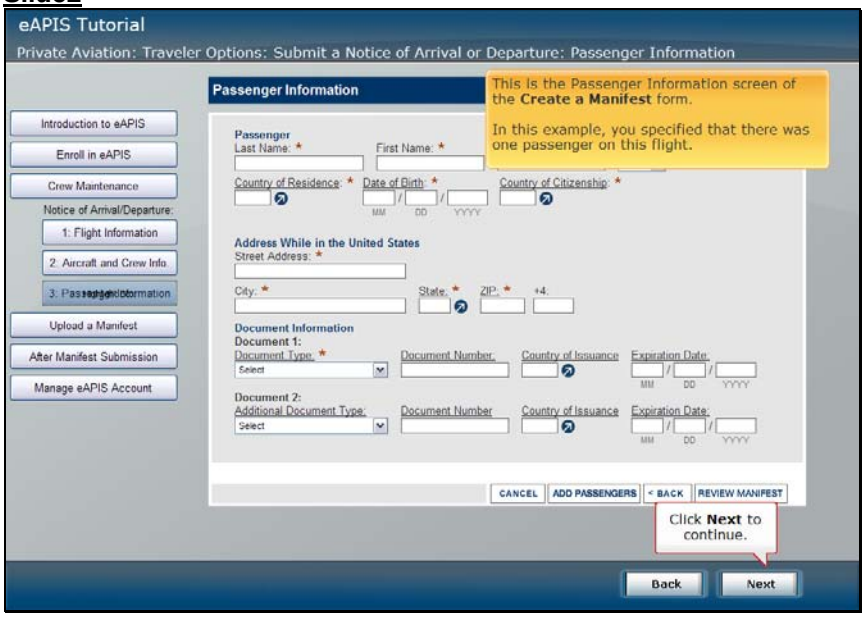
Slide1



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

- Enter passenger information
- Review all manifest data prior to submission

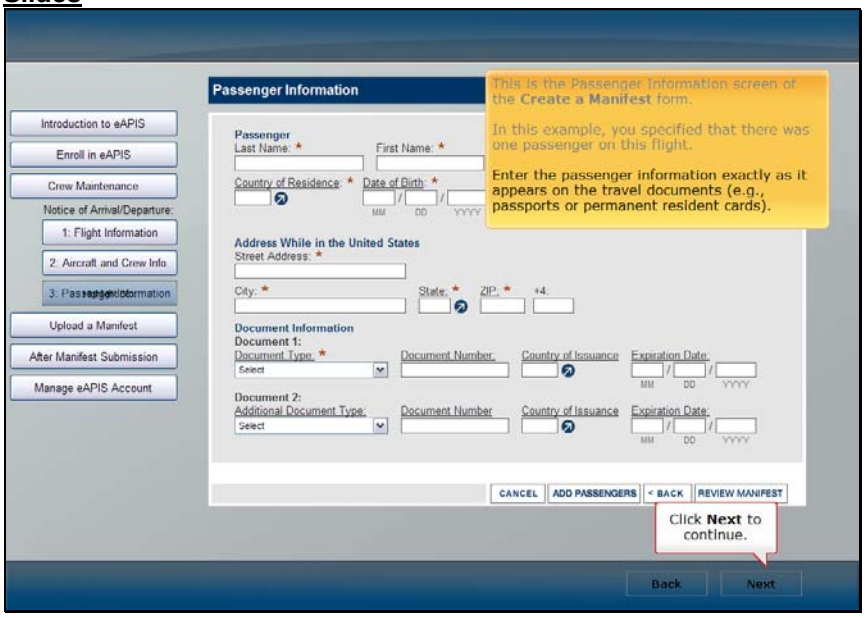
Slide2



1) Text Caption : This is the Passenger Information screen of the **Create a Manifest** form.

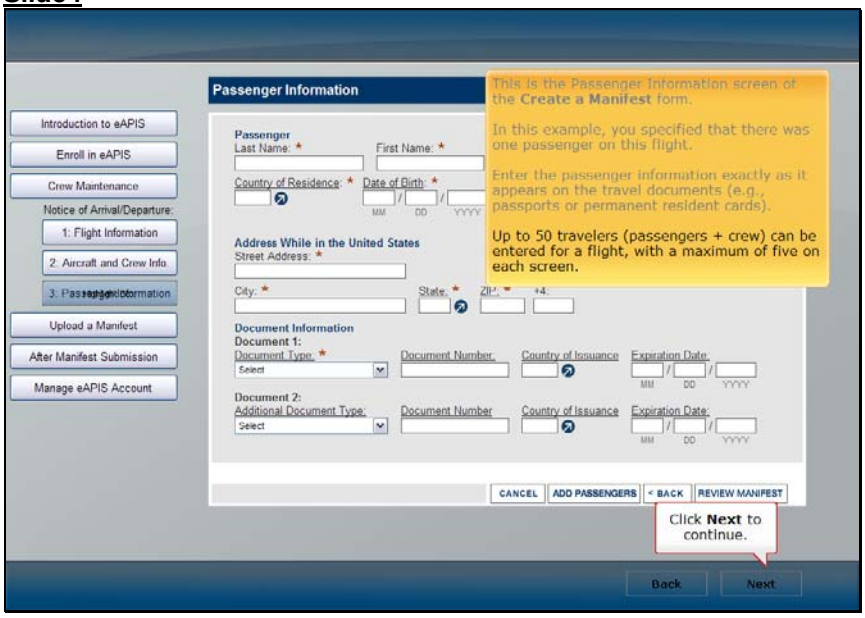
In this example, you specified that there was one passenger on this flight.

Slide3



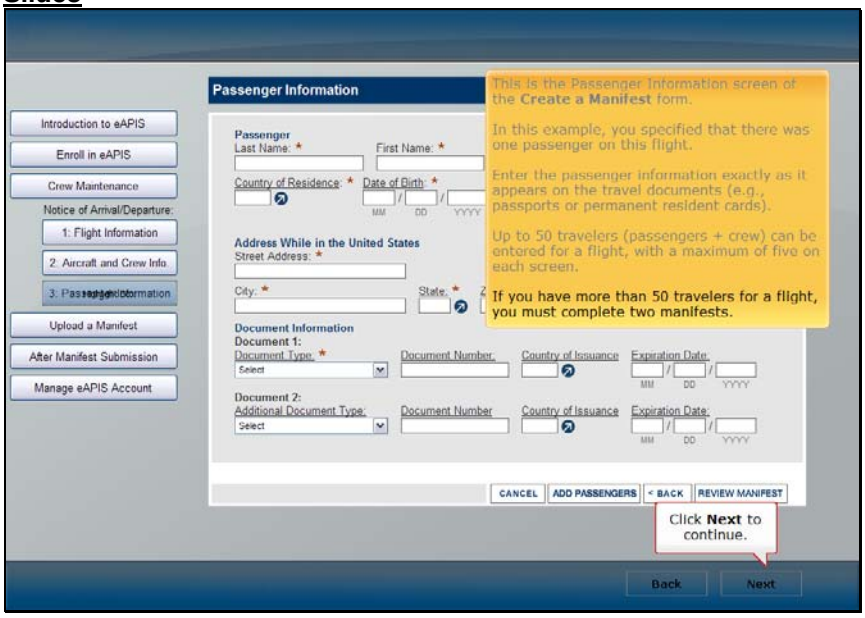
1) Text Caption : Enter the passenger information exactly as it appears on the travel documents (e.g., passports or permanent resident cards).

Slide4



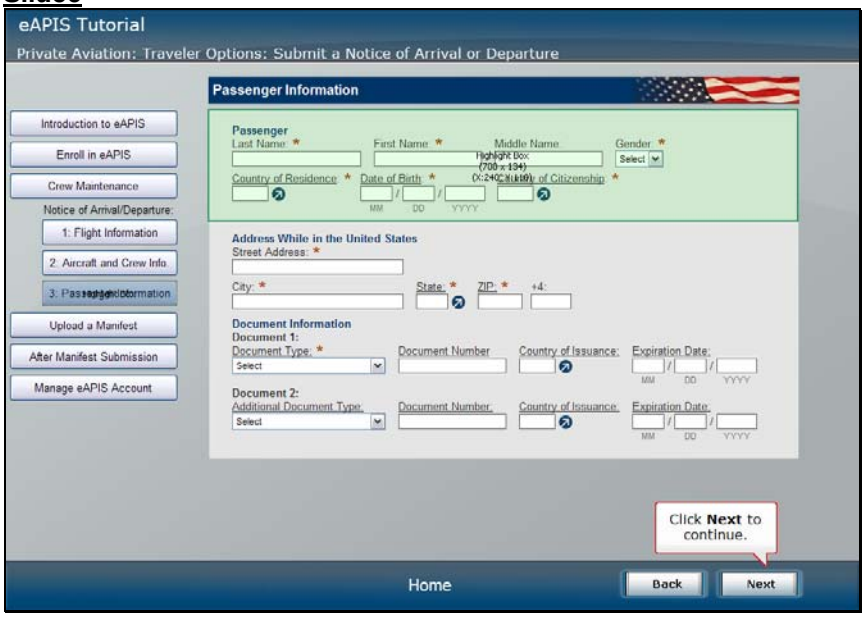
1) Text Caption : Up to 50 travelers (passengers + crew) can be entered for a flight, with a maximum of five on each screen.

Slide5

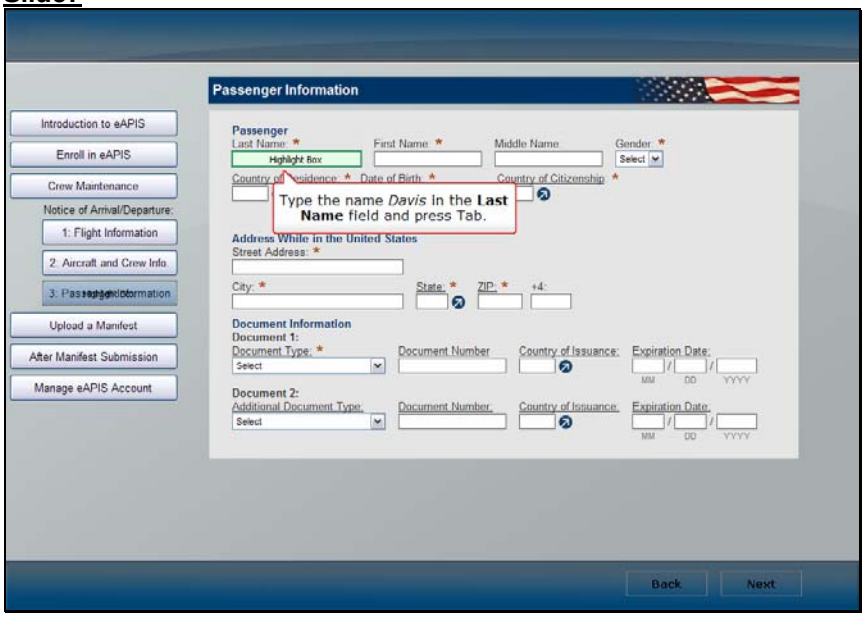


1) Text Caption : If you have more than 50 travelers for a flight, you must complete two manifests.

Slide6

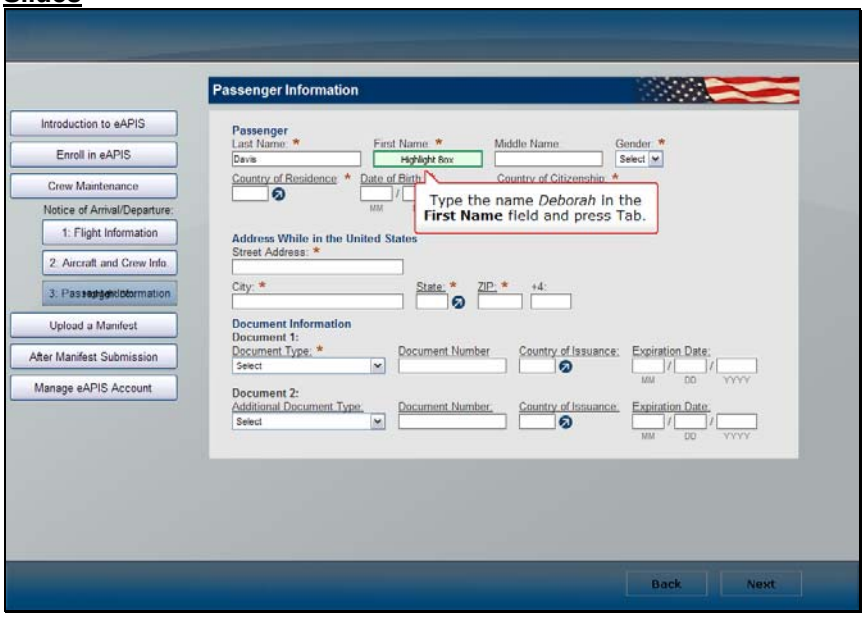

eAPIS Tutorial
Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure
Introduction to eAPIS
Enroll in eAPIS
Crew Maintenance
Notice of Arrival/Departure:
1: Flight Information
2. Aircraft and Crew Info.
3. Passenger Information
Upload a Manifest
After Manifest Submission
Manage eAPIS Account
Passenger Information
Passenger
Last Name: *
First Name: *
Middle Name:
Gender: *
Select
Country of Residence: *
Date of Birth: *
MM DD YYYY
Country of Citizenship: *
Address While in the United States
Street Address: *
City: *
State: *
ZIP: *
+4:
Document Information
Document 1:
Document Type: *
Select
Document Number
Country of Issuance:
Expiration Date:
MM DD YYYY
Document 2:
Additional Document Type:
Select
Document Number:
Country of Issuance:
Expiration Date:
MM DD YYYY
Click Next to continue.
Home
Back
Next

Slide7



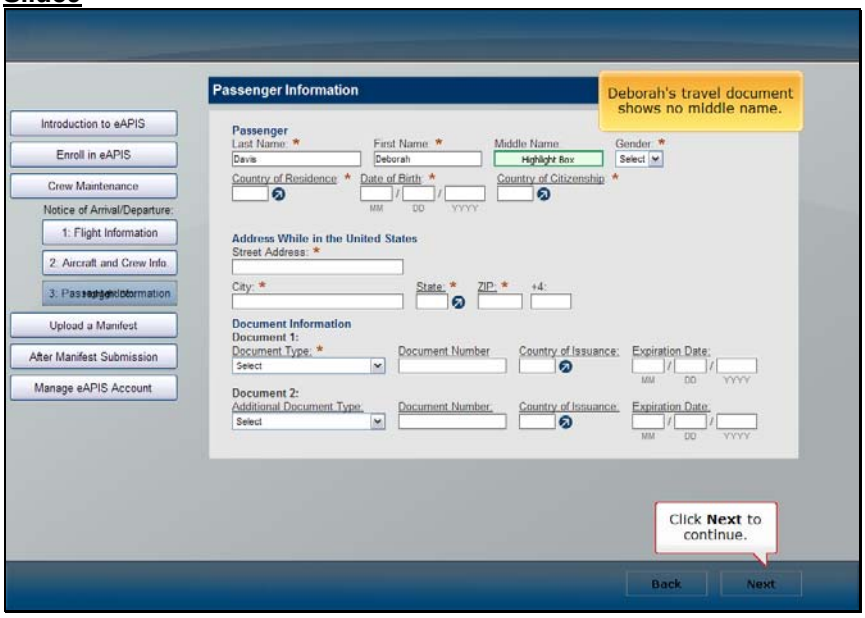
1) Text Caption : Type the name *Davis* in the **Last Name*** field and press Tab.

Slide8



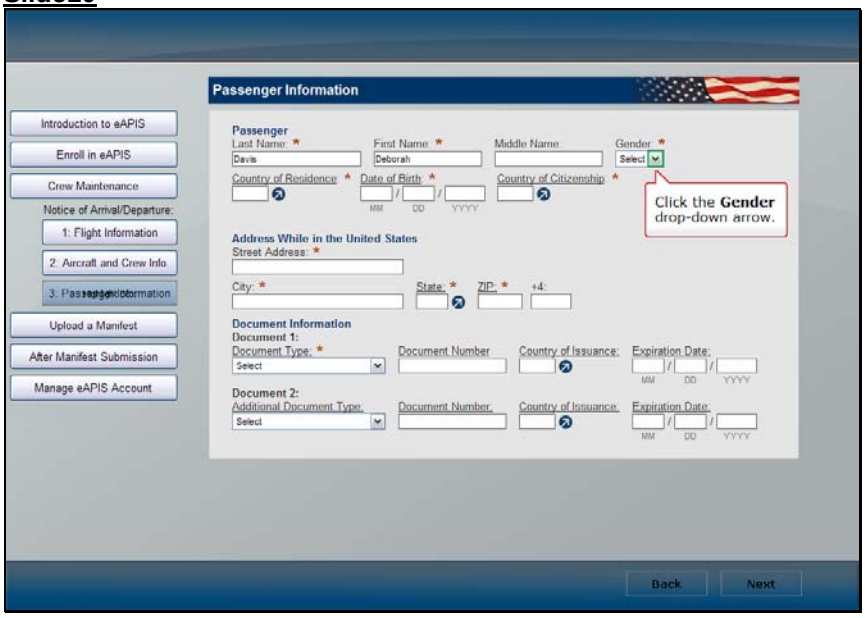
1) Text Caption : Type the name *Deborah* in the **First Name*** field and press Tab.

Slide9



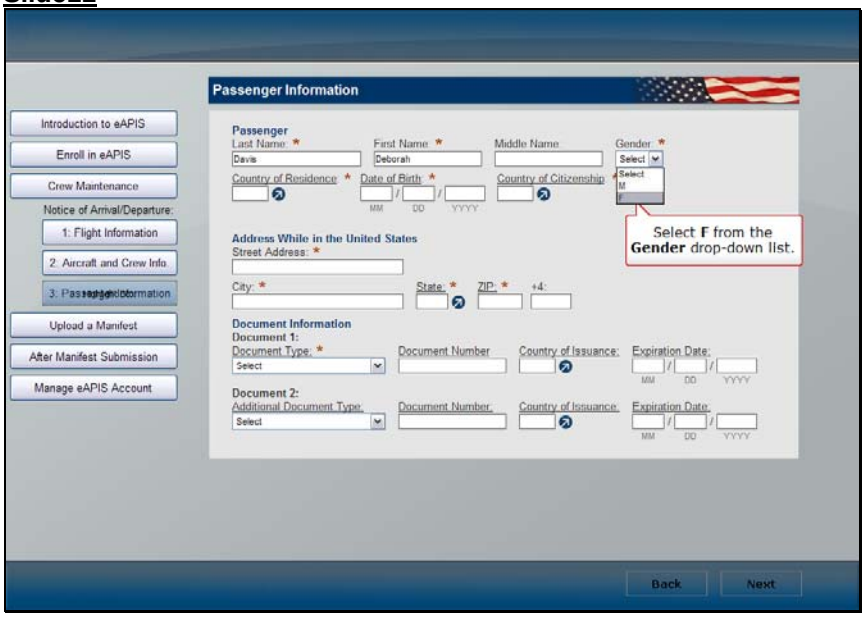
1) Text Caption : Deborah's travel document shows no middle name.

Slide10



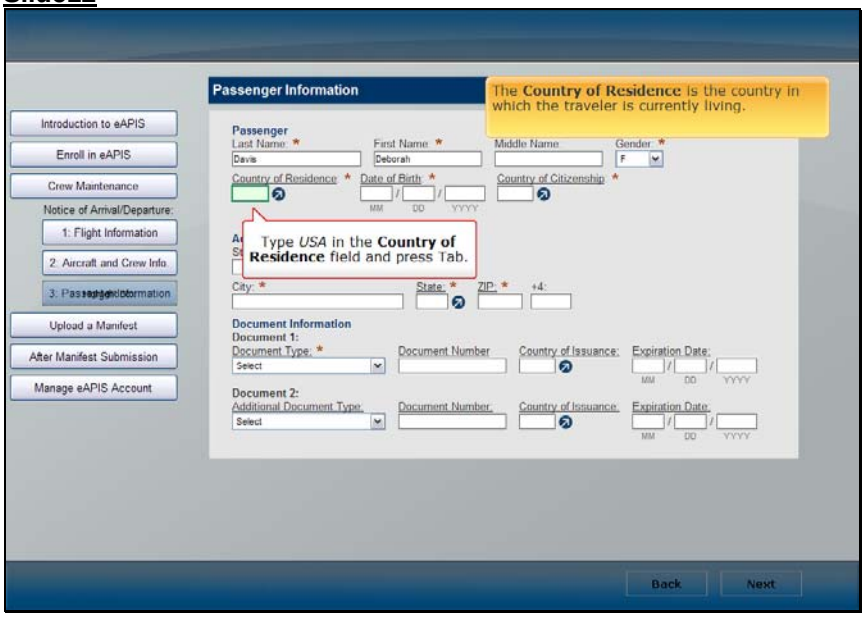
1) Text Caption : Click the **Gender*** drop-down arrow.

Slide11



1) Text Caption : Select **F** from the **Gender*** drop-down list.

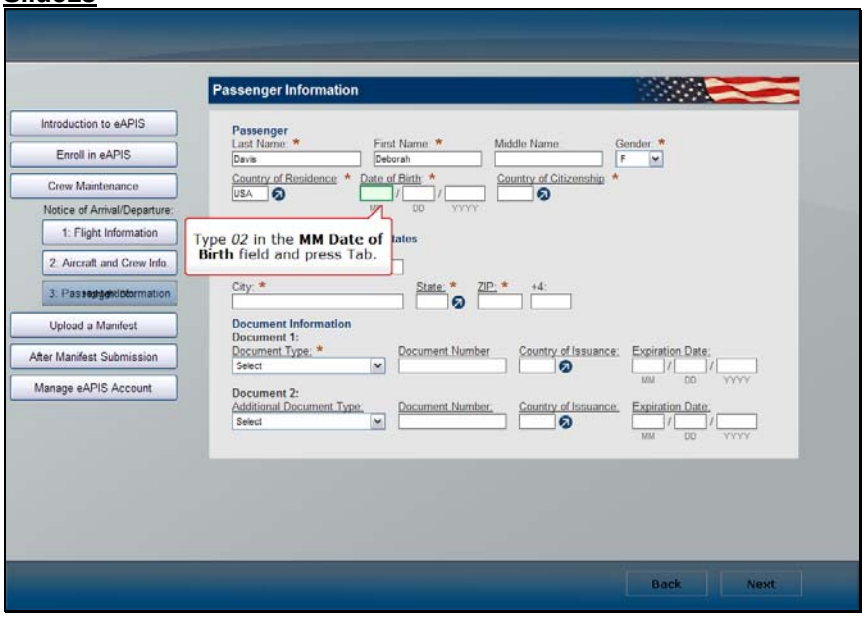
Slide12



1) Text Caption : Type *USA* in the **Country of Residence*** field and press Tab.

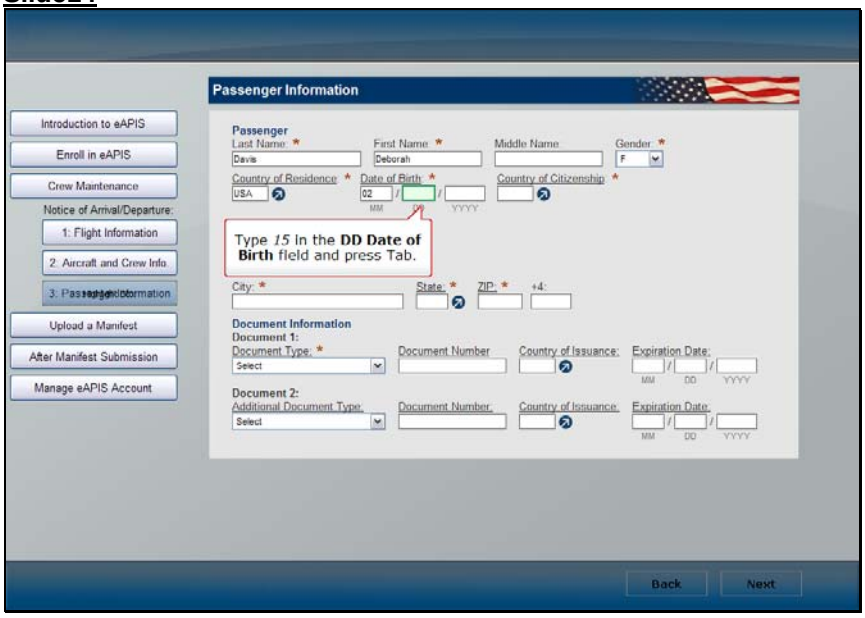
2) Text Caption : The **Country of Residence** is the country in which the traveler is currently living.

Slide13



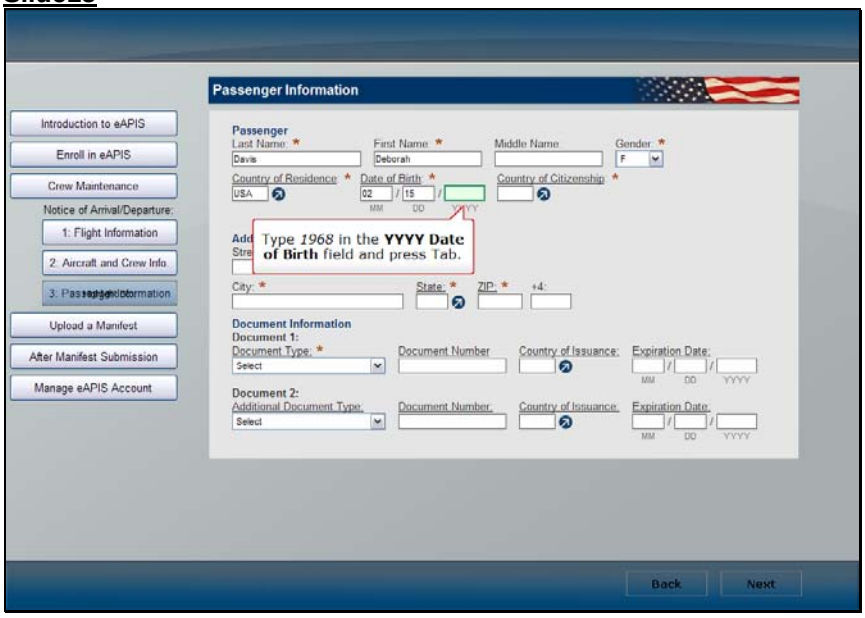
1) Text Caption : Type *02* in the **MM Date of Birth*** field and press Tab.

Slide14



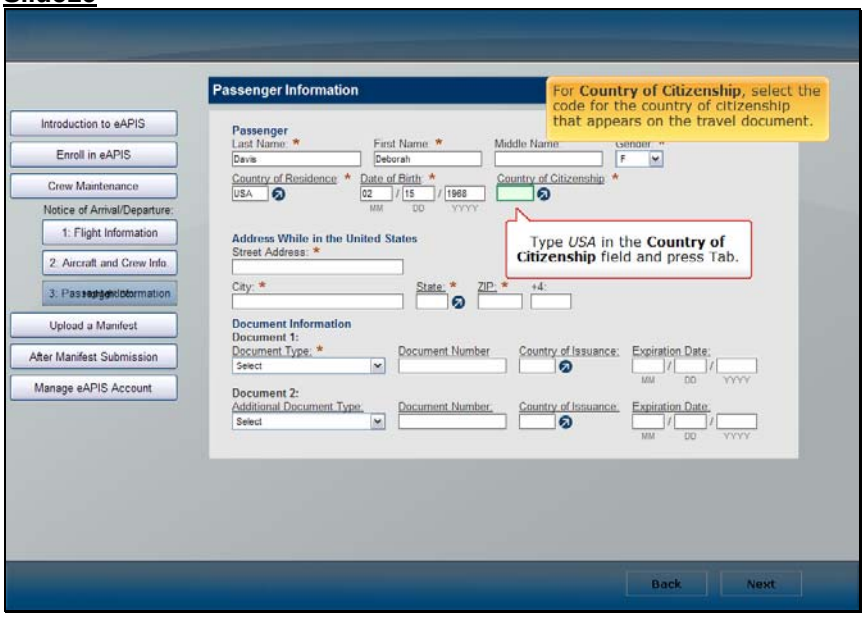
1) Text Caption : Type *15* in the **DD Date of Birth*** field and press Tab.

Slide15



1) Text Caption : Type *1968* in the **YYYY Date of Birth*** field and press Tab.

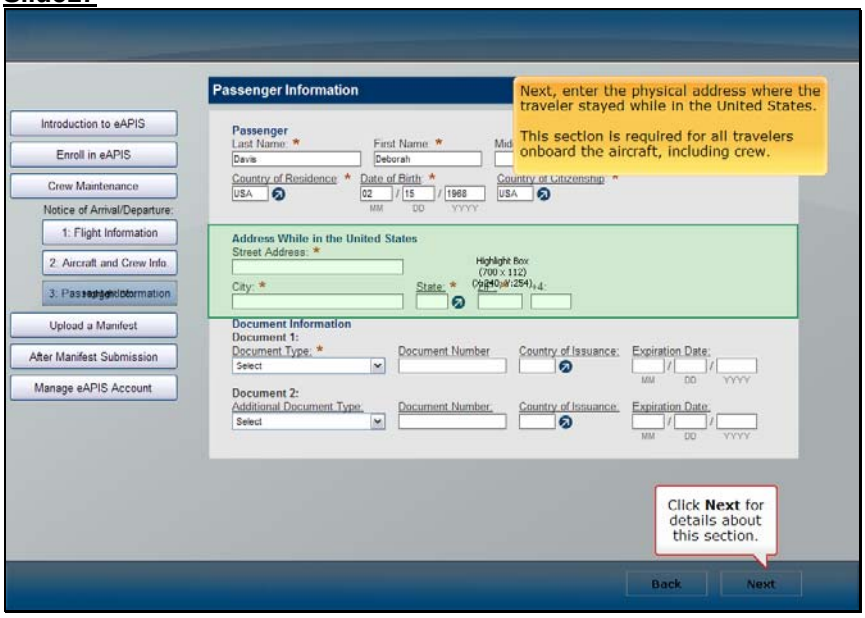
Slide16



1) Text Caption : Type *USA* in the **Country of Citizenship*** field and press Tab.

2) Text Caption : For **Country of Citizenship**, select the code for the country of citizenship that appears on the travel document.

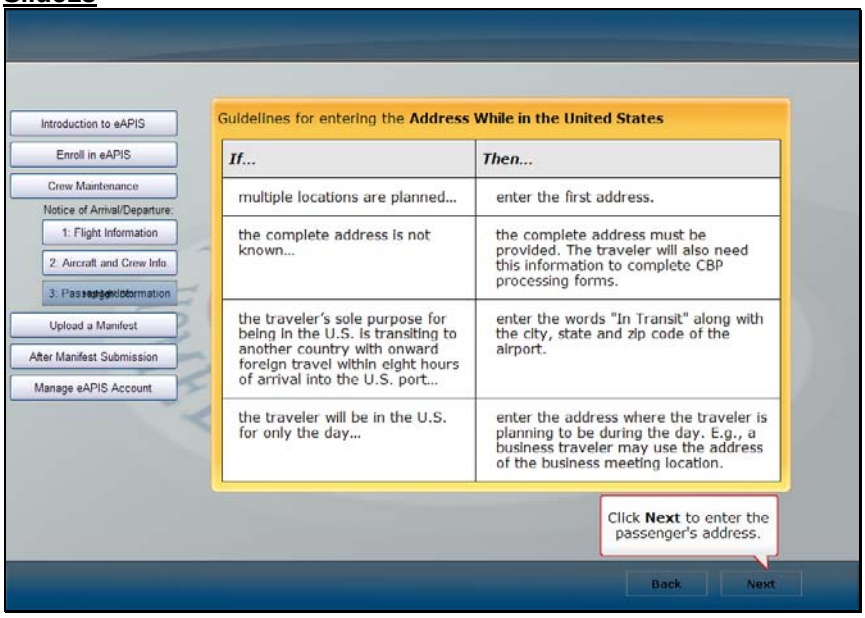
Slide17



1) Text Caption : Next, enter the physical address where the traveler stayed while in the United States.

This section is required for all travelers onboard the aircraft, including crew.

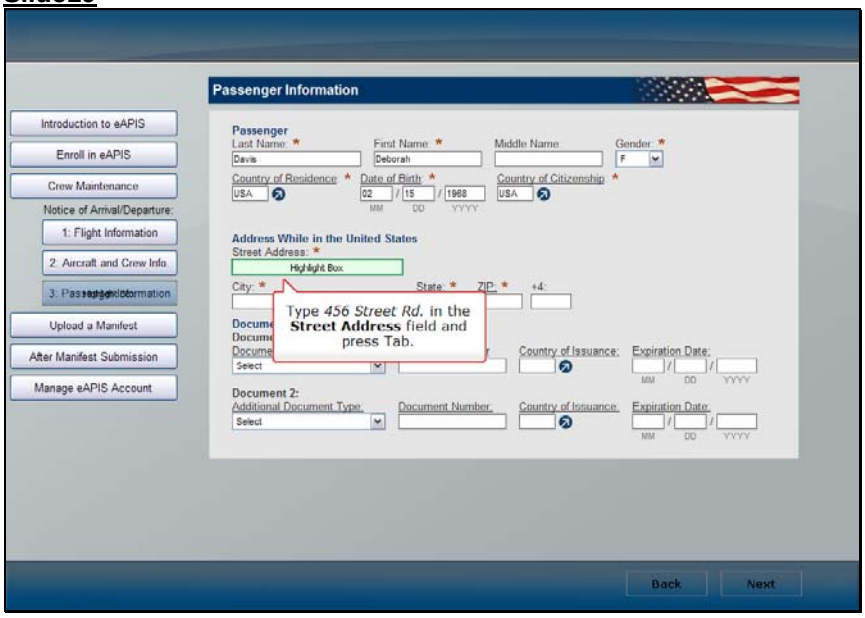
Slide18



1) Text Caption : Guidelines for entering the **Address While in the United States**

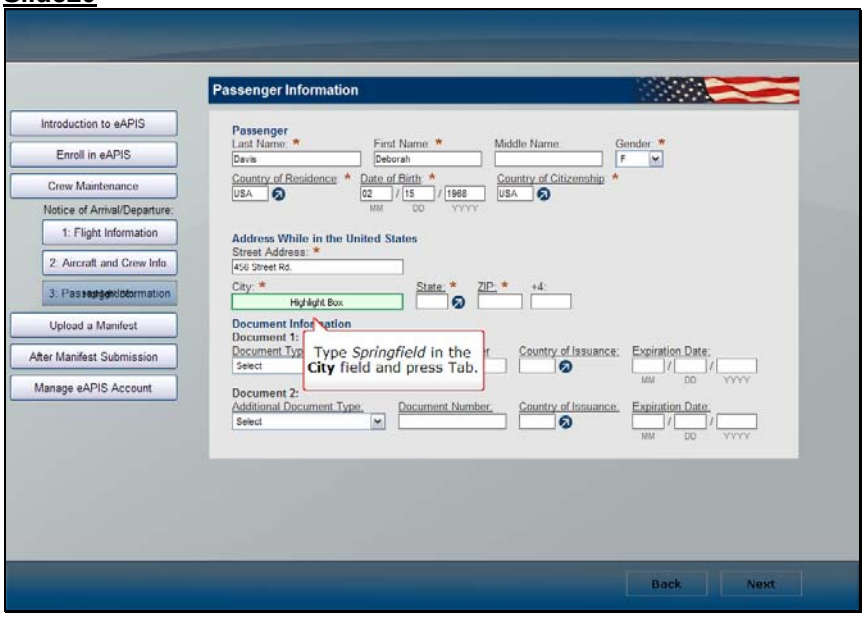
If...	***Then...***
multiple locations are planned...	enter the first address.
the complete address is not known...	the complete address must be provided. The traveler will also need this information to complete CBP processing forms.
the traveler's sole purpose for being in the U.S. is transiting to another country with onward foreign travel within eight hours of arrival into the U.S. port...	enter the words "In Transit" along with the city, state and zip code of the airport.
the traveler will be in the U.S. for only the day...	enter the address where the traveler is planning to be during the day. E.g., a business traveler may use the address of the business meeting location.

Slide19



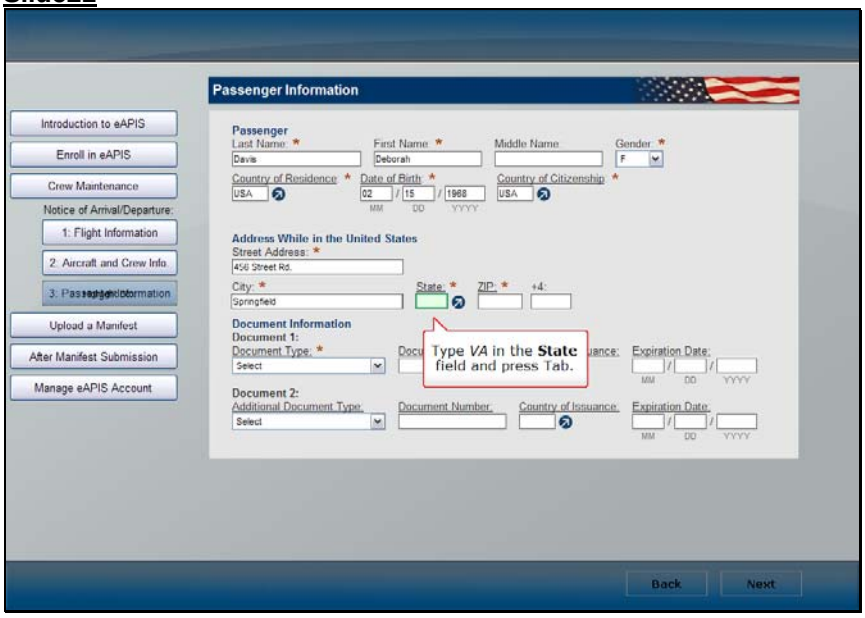
1) Text Caption : Type *456 Street Rd.* in the **Street Address*** field and press Tab.

Slide20



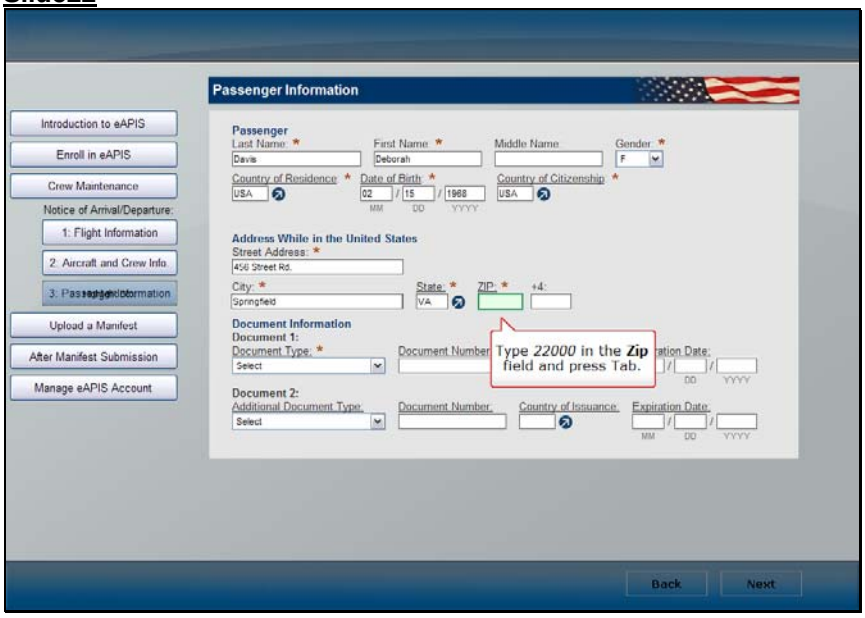
1) Text Caption : Type *Springfield* in the **City*** field and press Tab.

Slide21



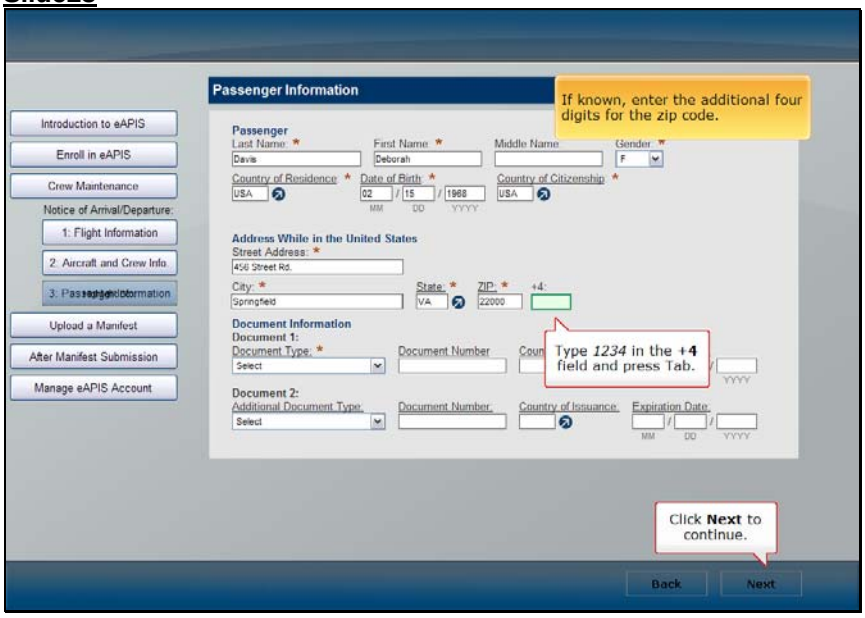
1) Text Caption : Type *VA* in the **State*** field and press Tab.

Slide22



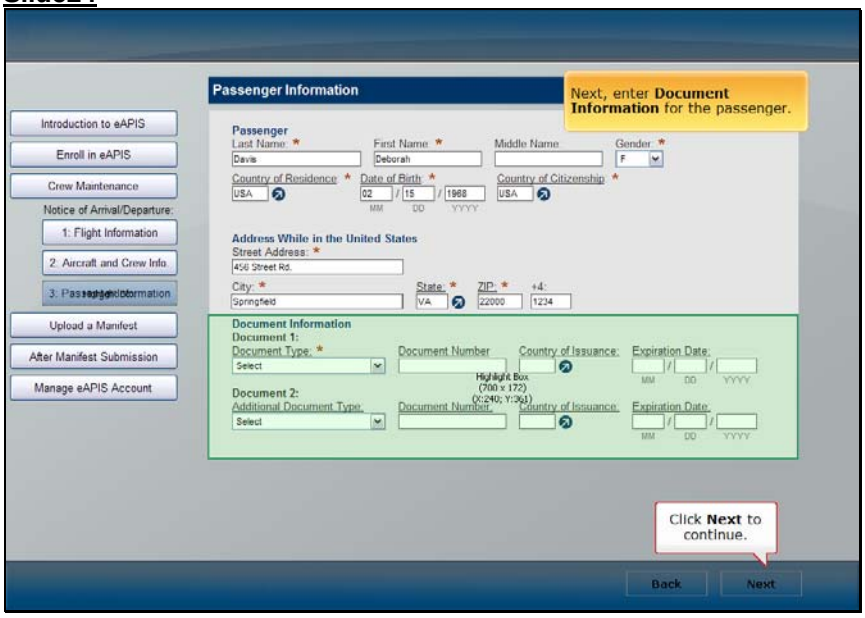
1) Text Caption : Type *22000* in the **Zip*** field and press Tab.

Slide23



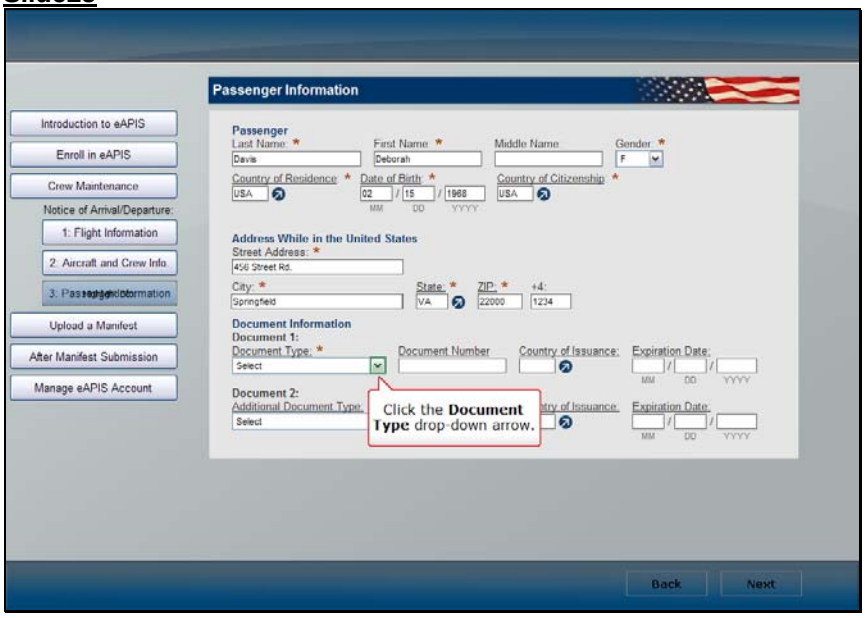
1) Text Caption : If known, enter the additional four digits for the zip code.
2) Text Caption : Type *1234* in the **+4** field and press Tab.

Slide24



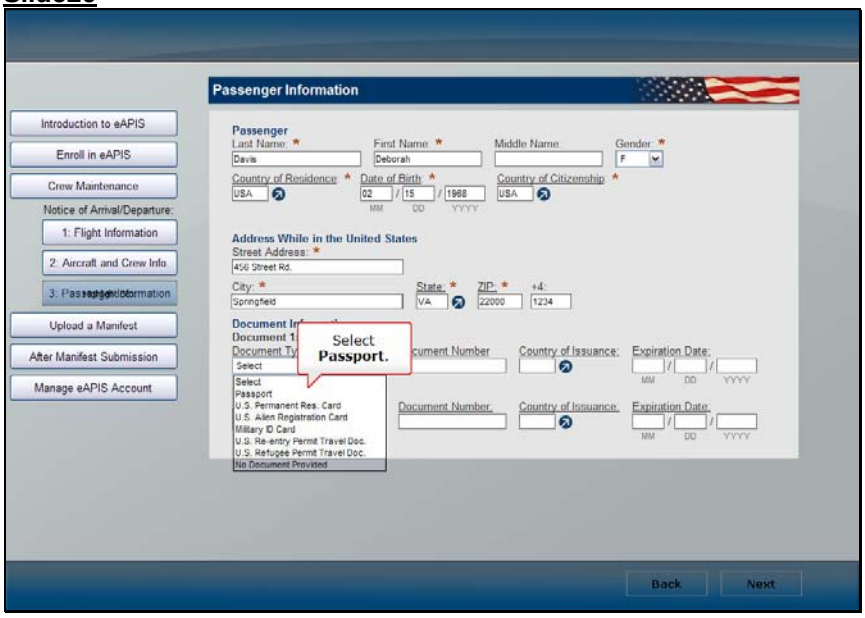
1) Text Caption : Next, enter **Document Information** for the passenger.

Slide25



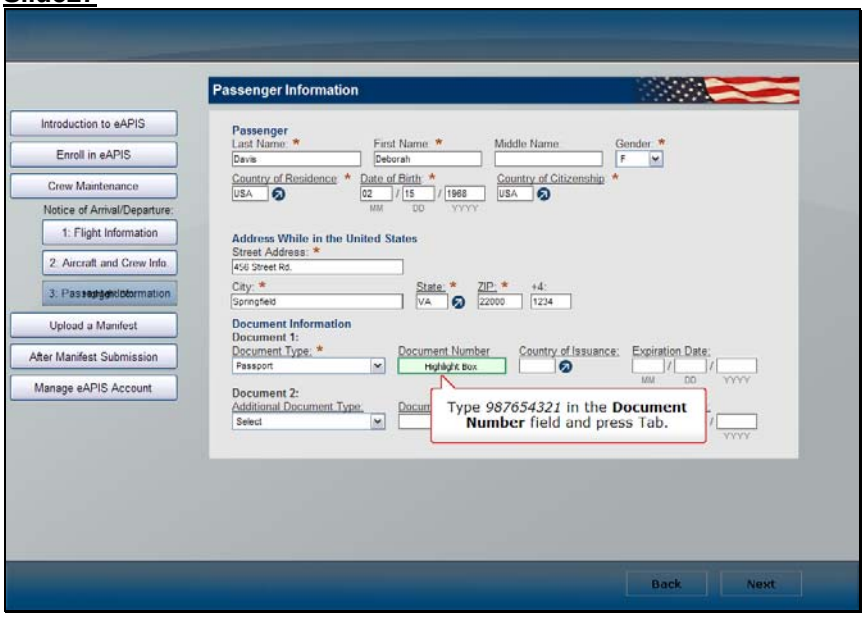
1) Text Caption : Click the **Document Type*** drop-down arrow.

Slide26



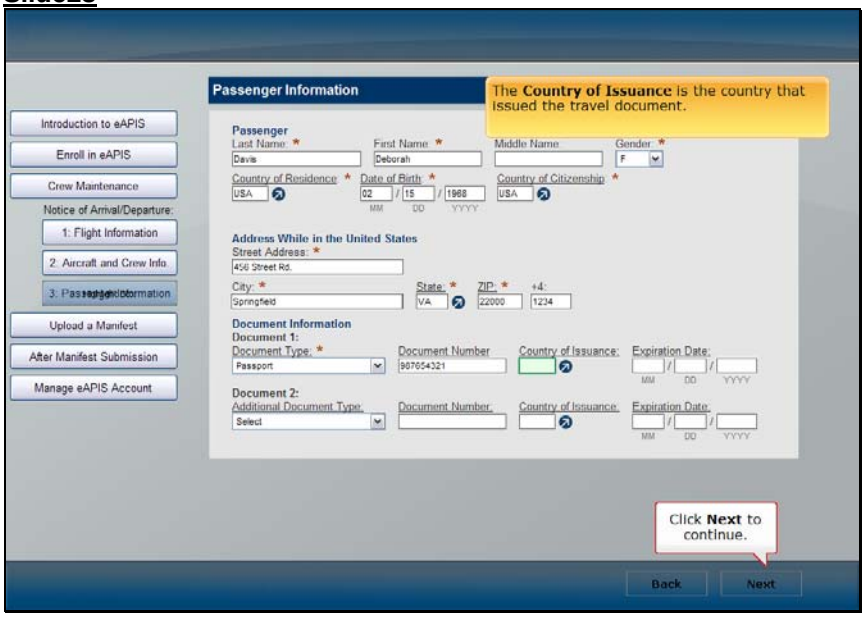
1) Text Caption : Select **Passport**.

Slide27



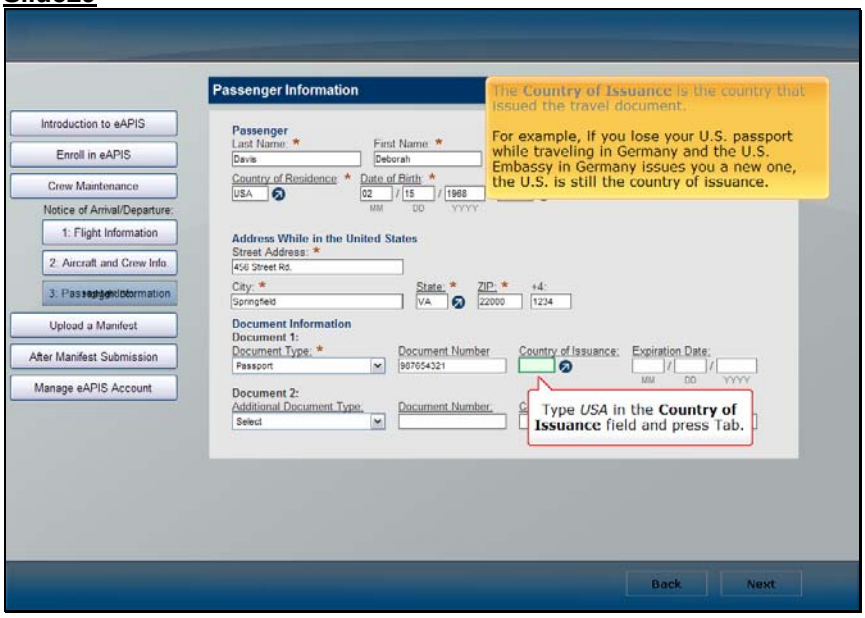
1) Text Caption : Type *987654321* in the **Document Number** field and press Tab.

Slide28



1) Text Caption : The **Country of Issuance** is the country that issued the travel document.

Slide29

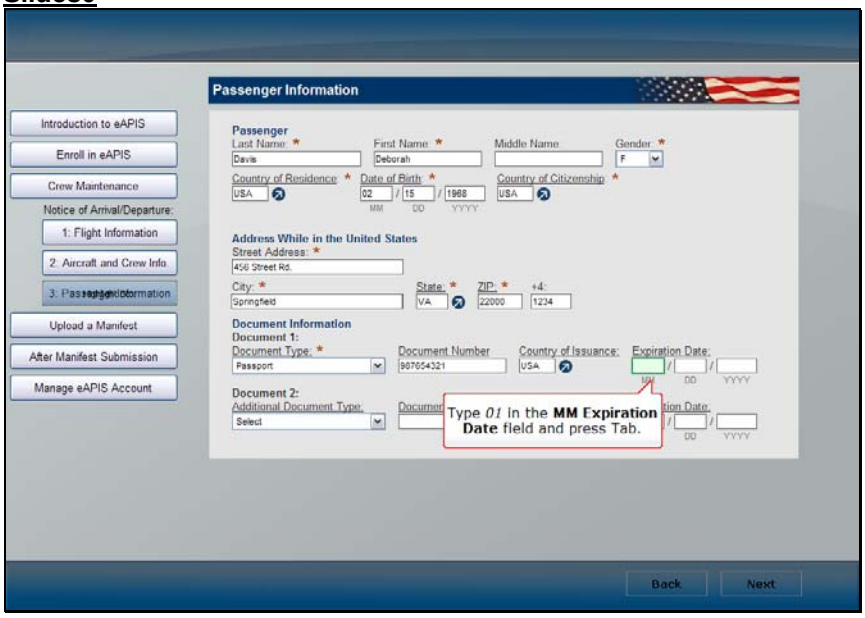


1) Text Caption : Type *USA* in the **Country of Issuance** field and press Tab.

2) Text Caption : The **Country of Issuance** is the country that issued the travel document.

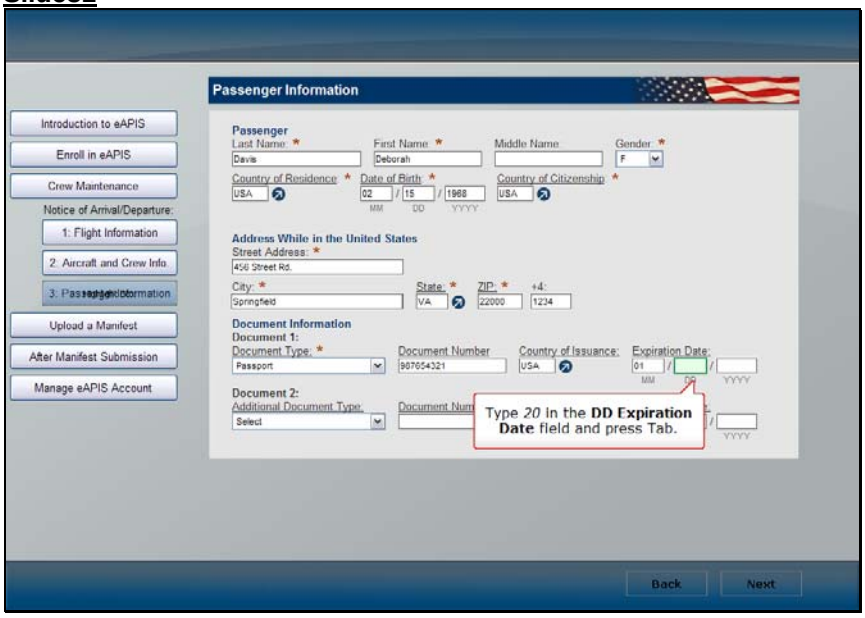
For example, if you lose your U.S. passport while traveling in Germany and the U.S. Embassy in Germany issues you a new one, the U.S. is still the country of issuance.

Slide30



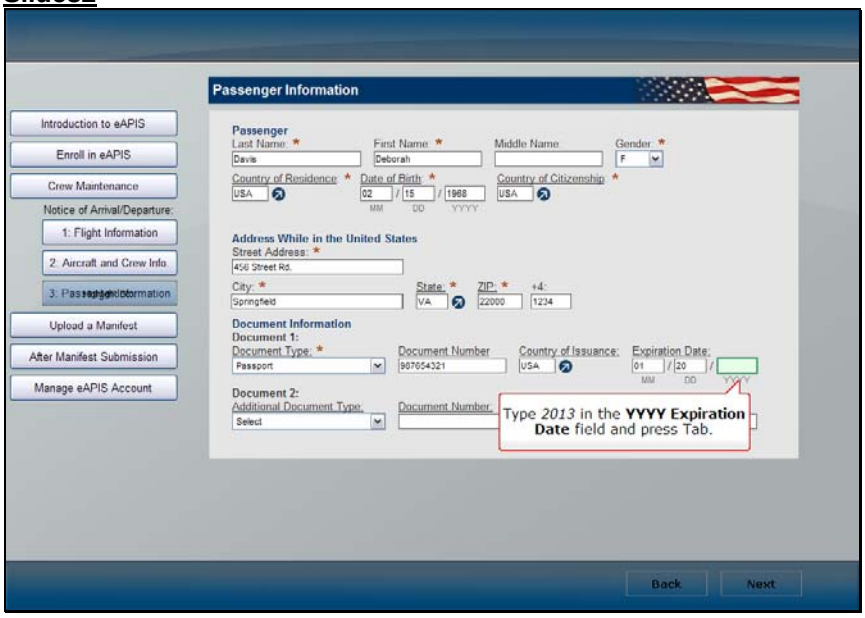
1) Text Caption : Type *01* in the **MM Expiration Date** field and press Tab.

Slide31



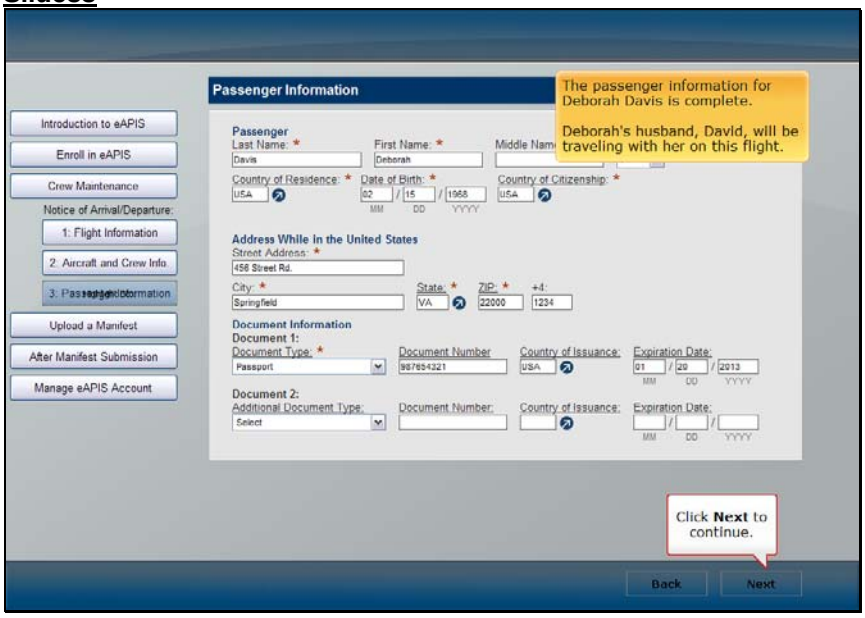
1) Text Caption : Type *20* in the **DD Expiration Date** field and press Tab.

Slide32



1) Text Caption : Type *2013* in the **YYYY Expiration Date** field and press Tab.

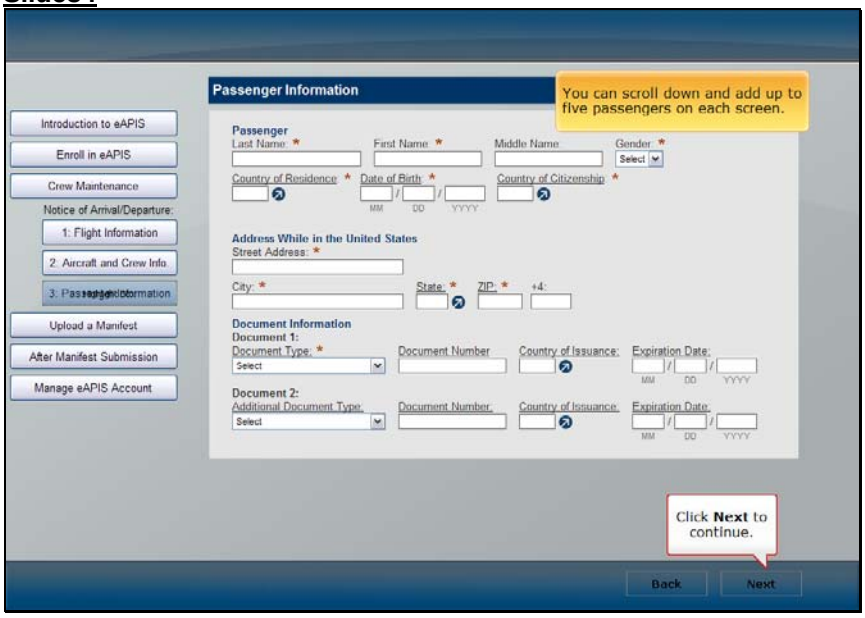
Slide33



1) Text Caption : The passenger information for Deborah Davis is complete.

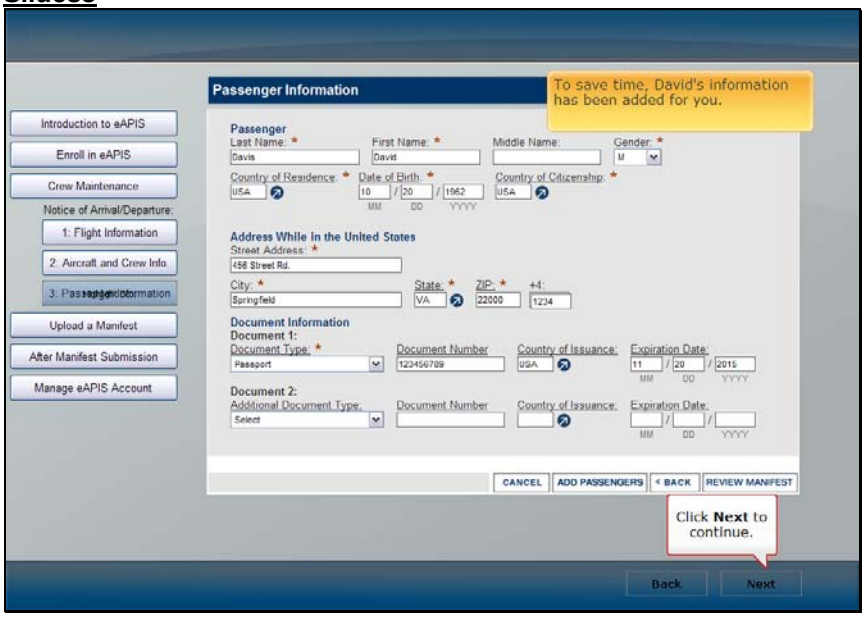
Deborah's husband, David, will be traveling with her on this flight.

Slide34



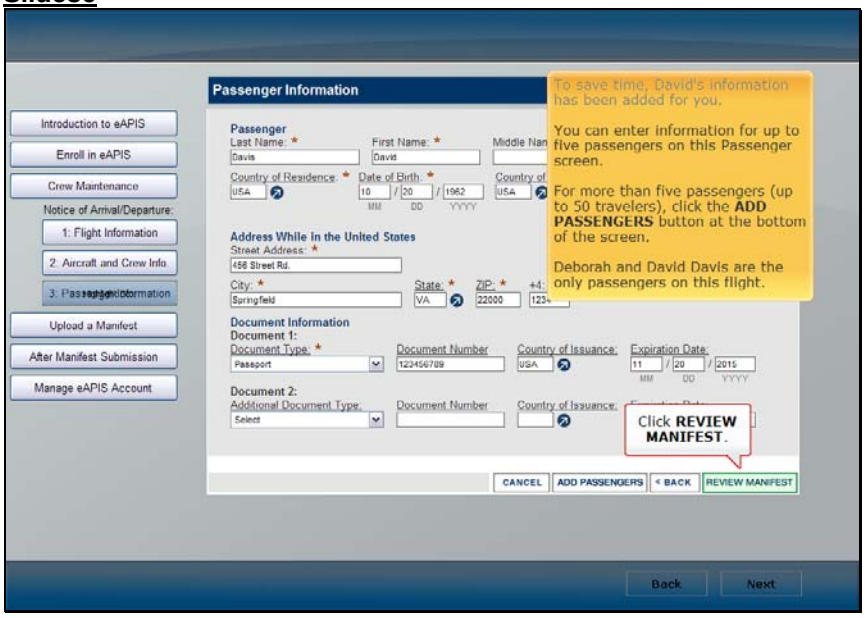
1) Text Caption : You can scroll down and add up to five passengers on each screen.

Slide35



1) Text Caption : To save time, David's information has been added for you.

Slide36



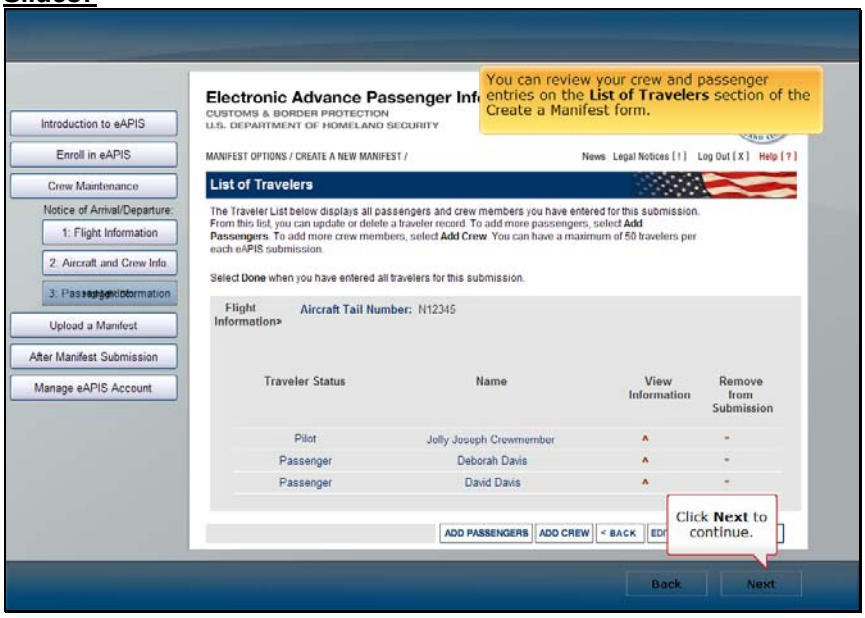
1) Text Caption : You can enter information for up to five passengers on this Passenger screen.

For more than five passengers (up to 50 travelers), click the **ADD PASSENGERS** button at the bottom of the screen.

Deborah and David Davis are the only passengers on this flight.

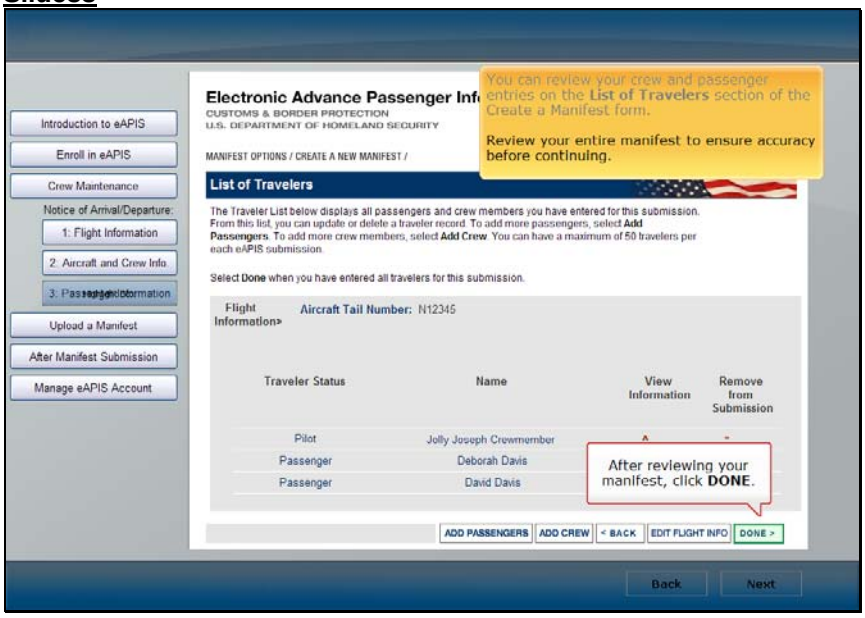
2) Text Caption : Click REVIEW MANIFEST.

Slide37



1) Text Caption : You can review your crew and passenger entries on the **List of Travelers** section of the Create a Manifest form.

Slide38

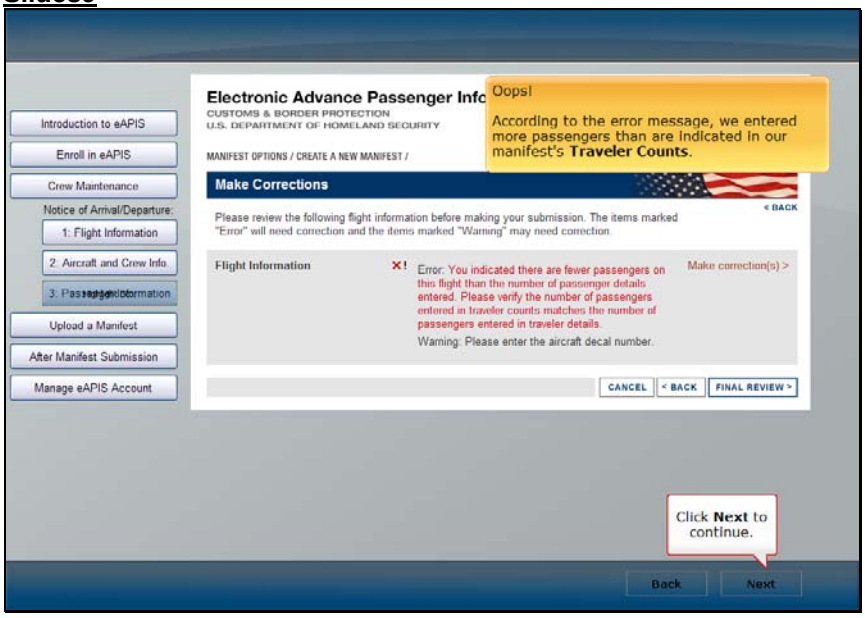


1) Text Caption : You can review your crew and passenger entries on the **List of Travelers** section of the Create a Manifest form.

Review your entire manifest to ensure accuracy before continuing.

2) Text Caption : After reviewing your manifest, click **DONE**.

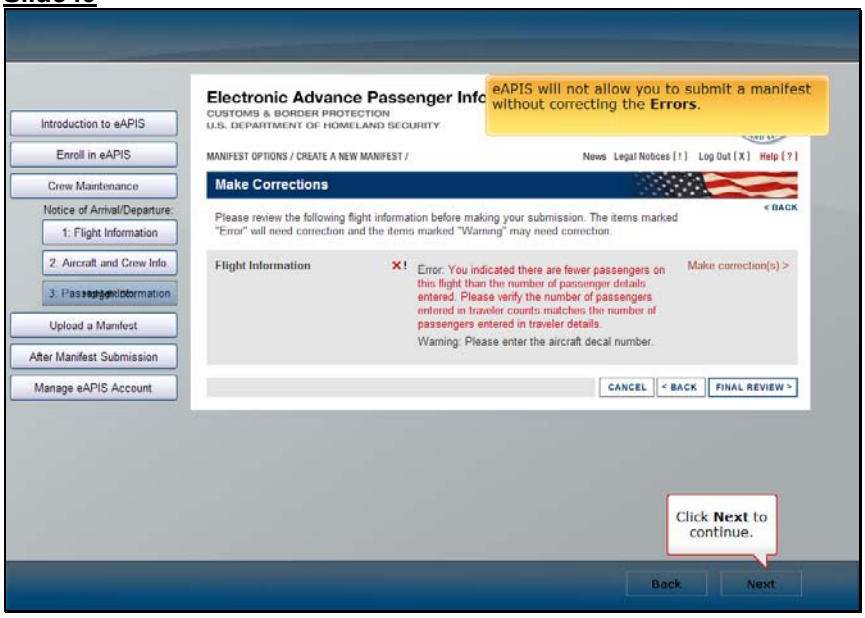
Slide39



1) Text Caption : Oops!

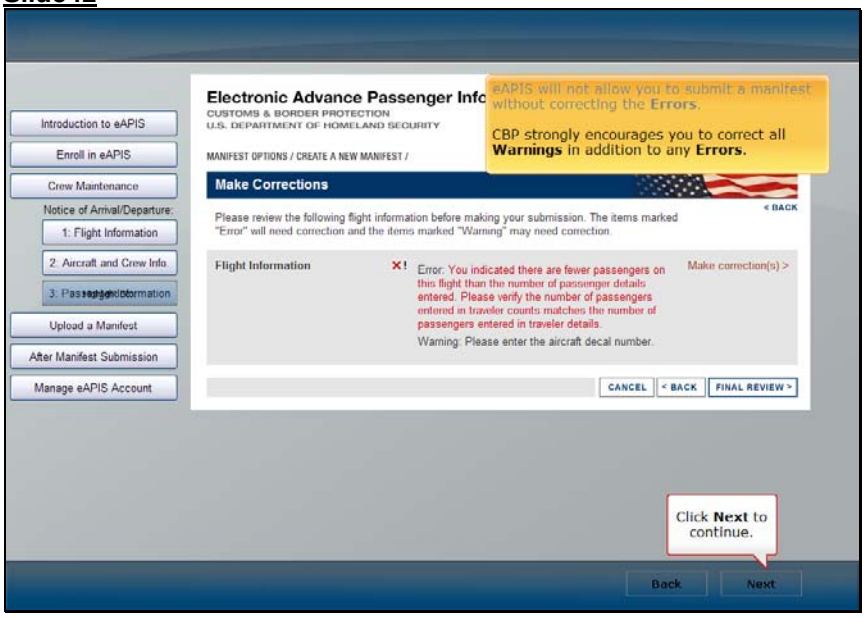
According to the error message, we entered more passengers than are indicated in our manifest's **Traveler Counts**.

Slide40



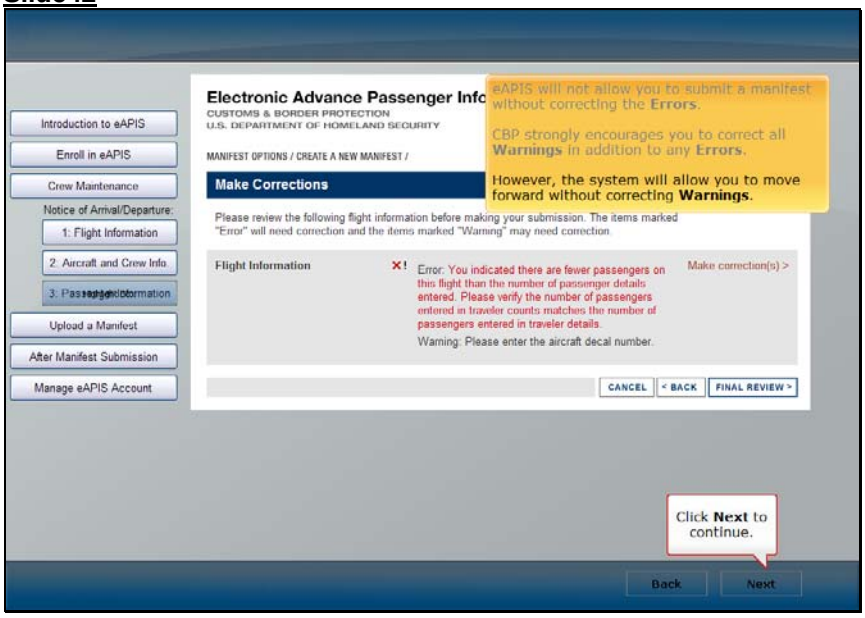
1) Text Caption : eAPIS will not allow you to submit a manifest without correcting the **Errors**.

Slide41



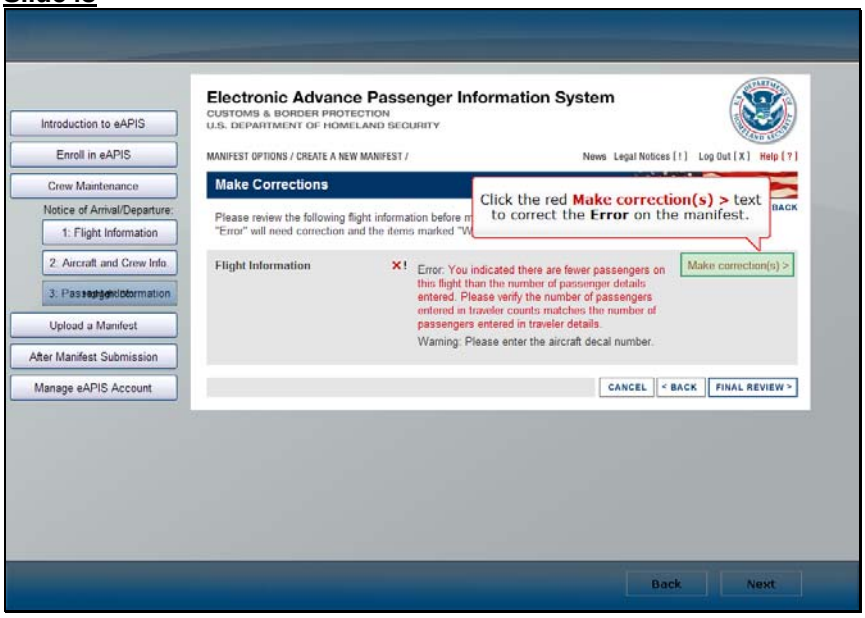
1) Text Caption : CBP strongly encourages you to correct all **Warnings** in addition to any **Errors**.

Slide42



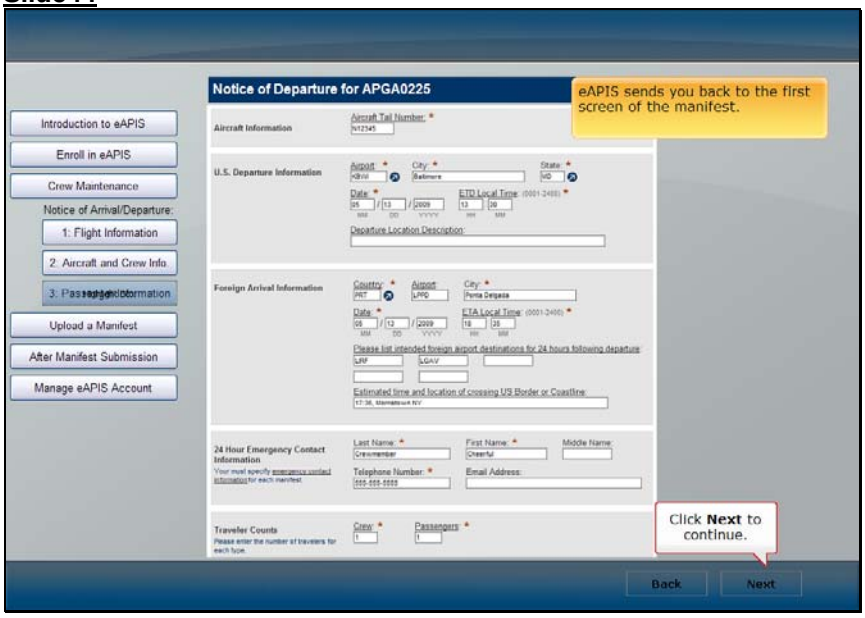
1) Text Caption : However, the system will allow you to move forward without correcting **Warnings**.

Slide43



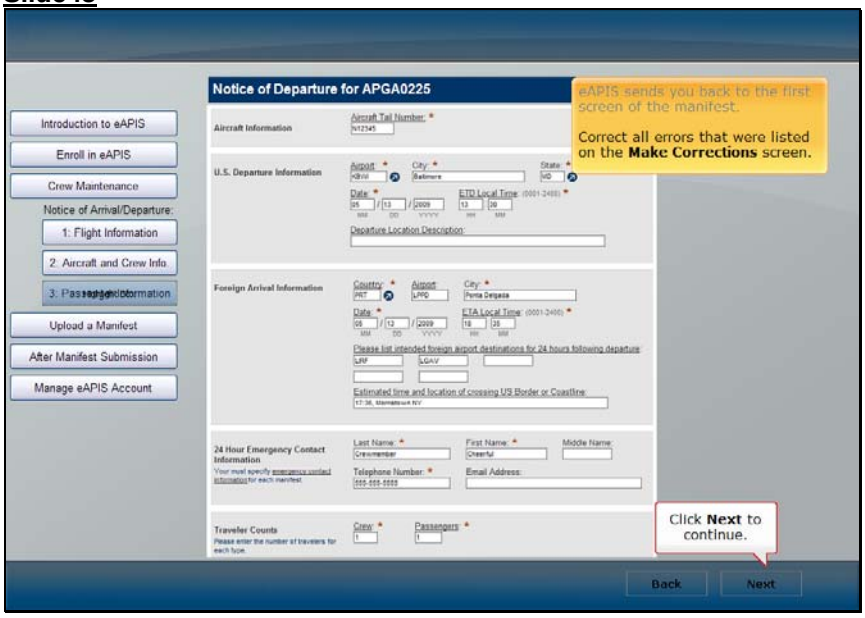
1) Text Caption : Click the red **Make correction(s) >** text to correct the **Error** on the manifest.

Slide44



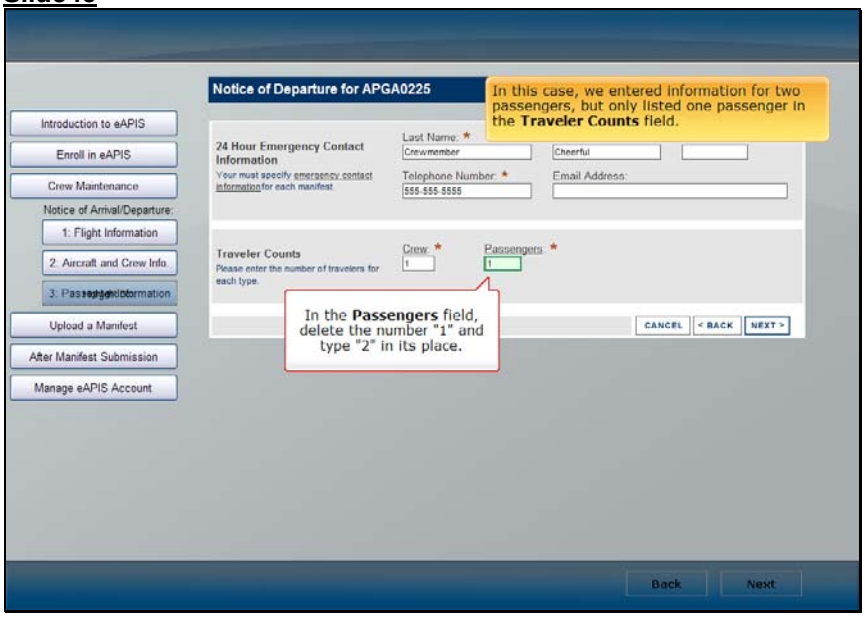
1) Text Caption : eAPIS sends you back to the first screen of the manifest.

Slide45



1) Text Caption : Correct all errors that were listed on the **Make Corrections** screen.

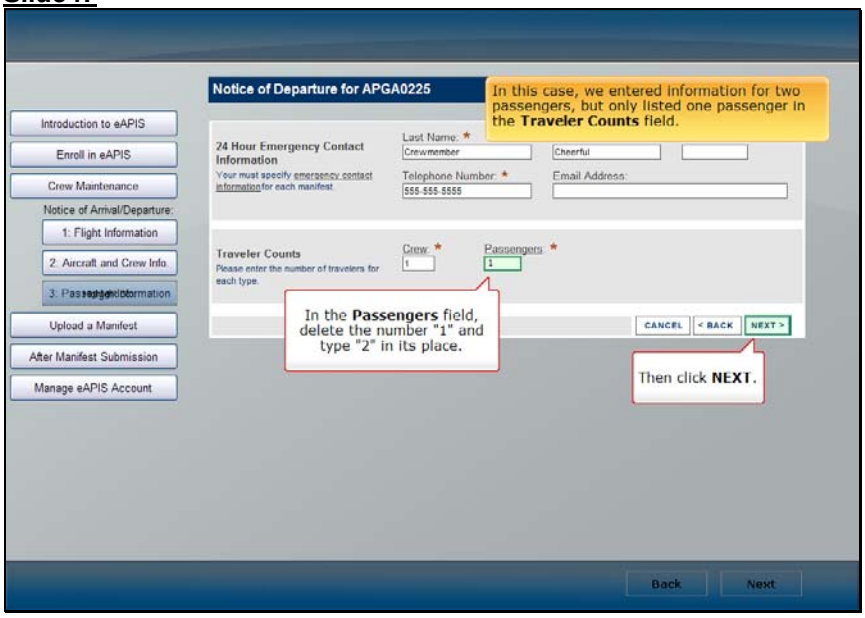
Slide46



1) Text Caption : In this case, we entered information for two passengers, but only listed one passenger in the **Traveler Counts** field.

2) Text Caption : In the **Passengers** field, delete the number "1" and type "2" in its place.

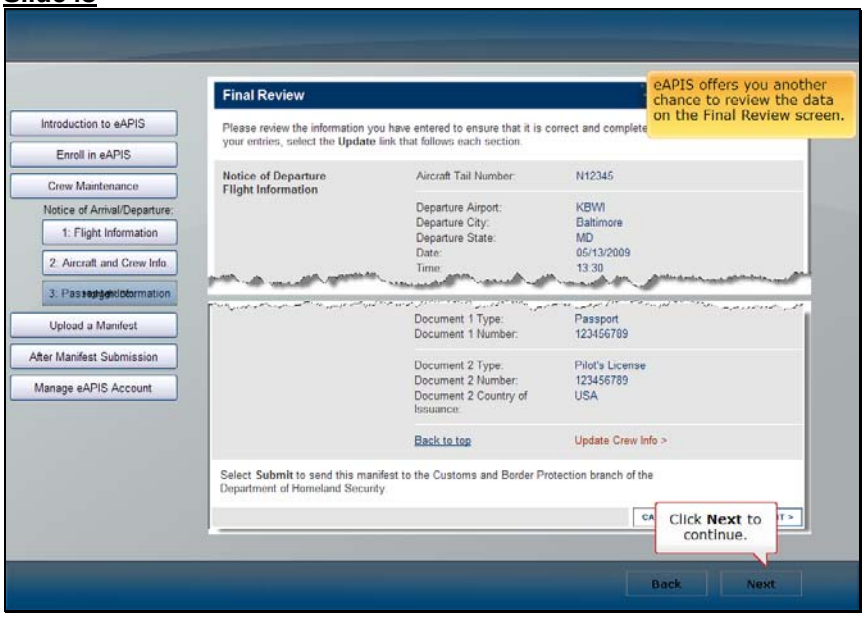
Slide47



1) Text Caption : In the **Passengers** field, delete the number "1" and type "2" in its place.

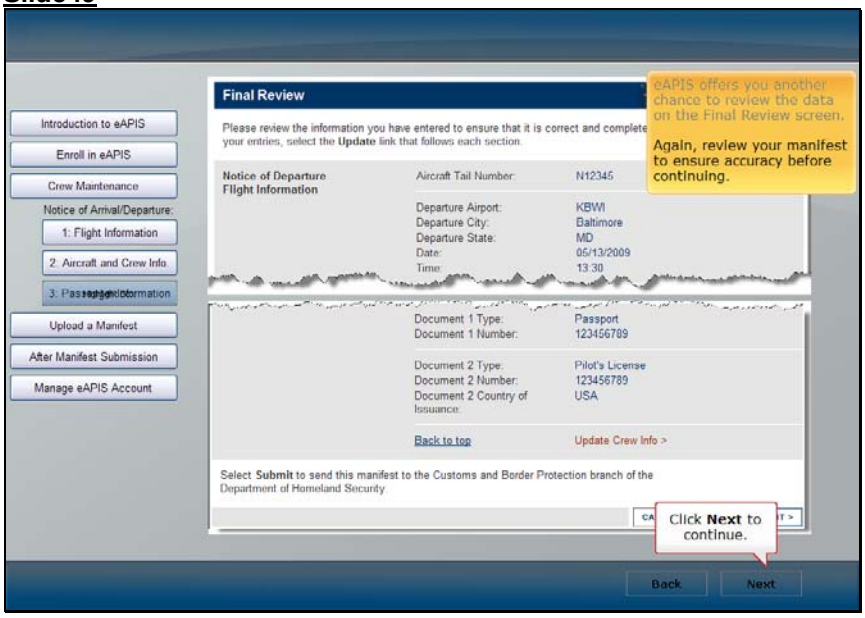
2) Text Caption : Then click **NEXT**.

Slide48



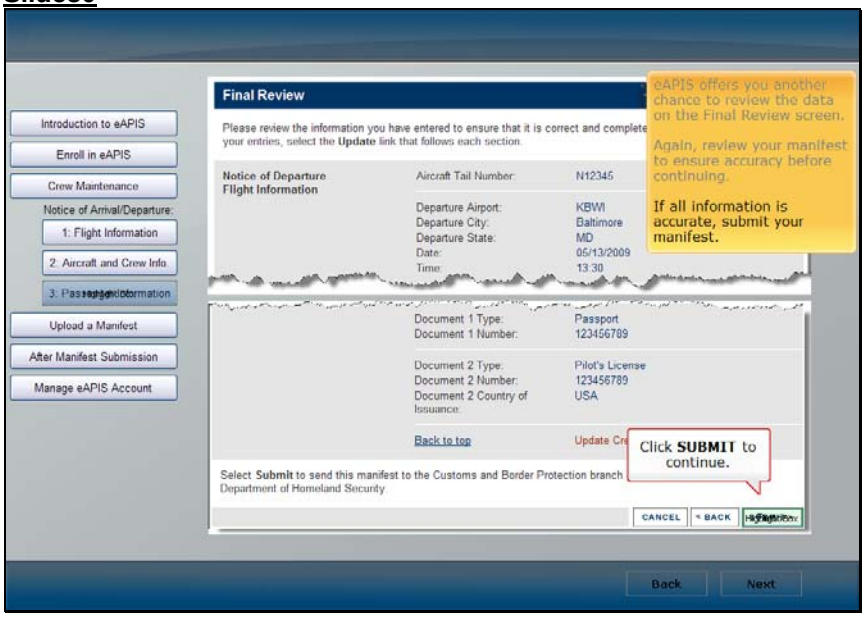
1) Text Caption : eAPIS offers you another chance to review the data on the Final Review screen.

Slide49



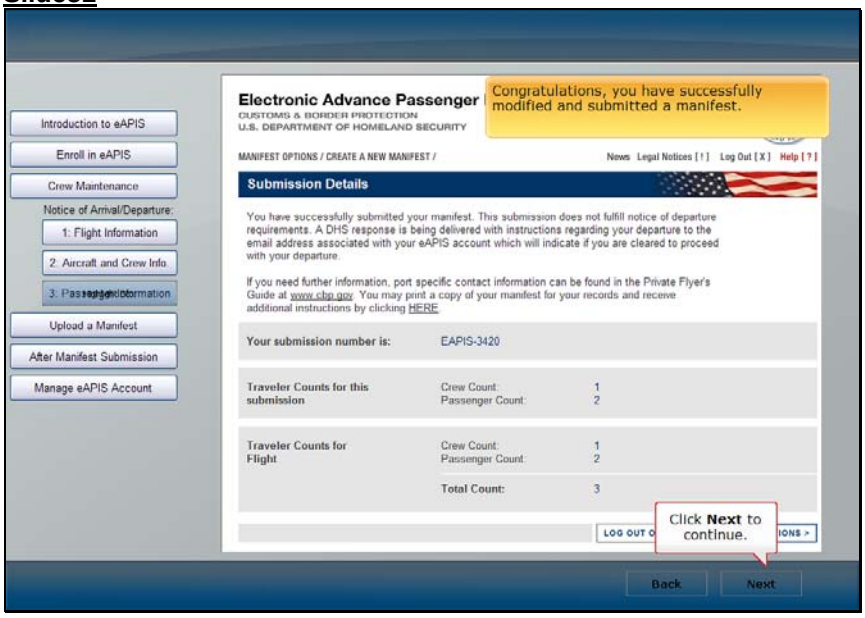
1) Text Caption : Again, review your manifest to ensure accuracy before continuing.

Slide50



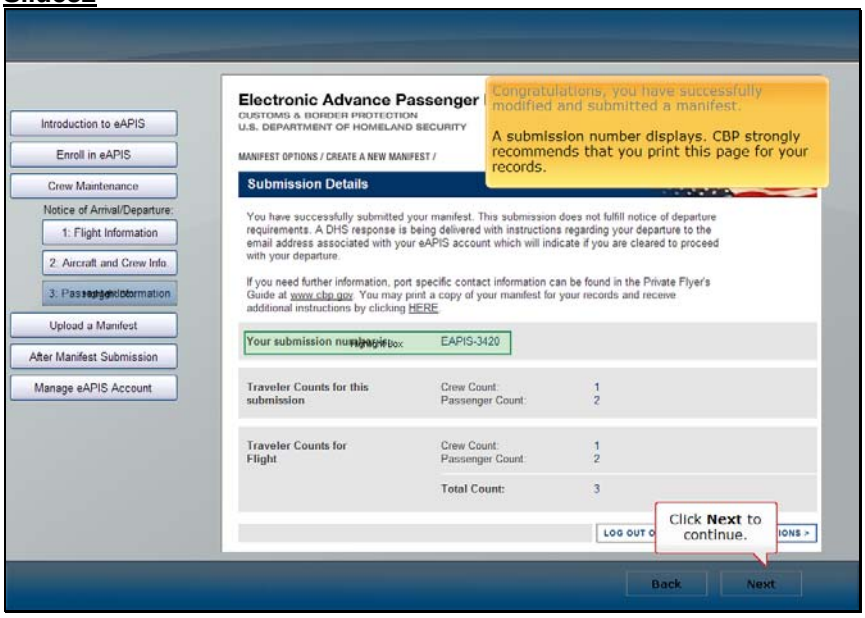
1) Text Caption : If all information is accurate, submit your manifest.

Slide51



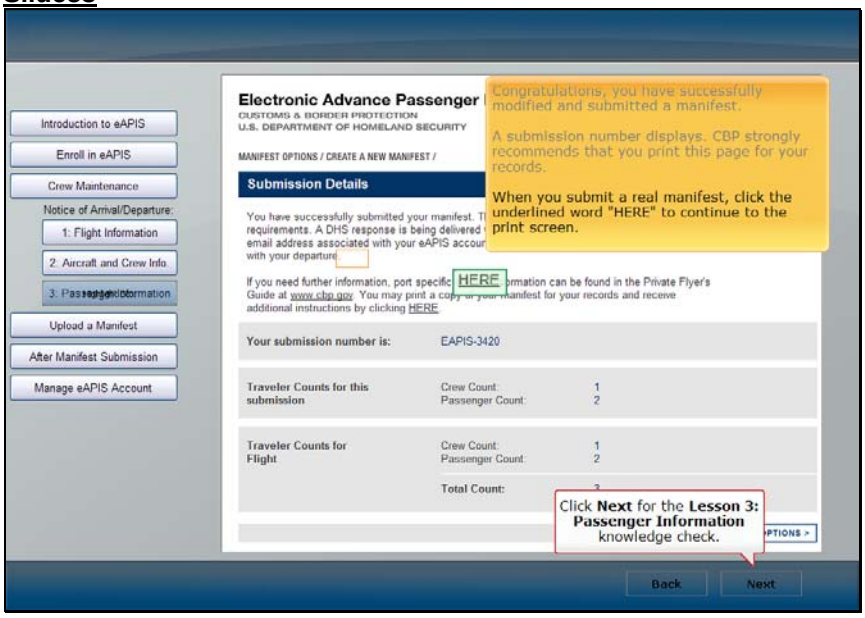
1) Text Caption : Congratulations, you have successfully modified and submitted a manifest.

Slide52



1) Text Caption : A submission number displays. CBP strongly recommends that you print this page for your records.

Slide53

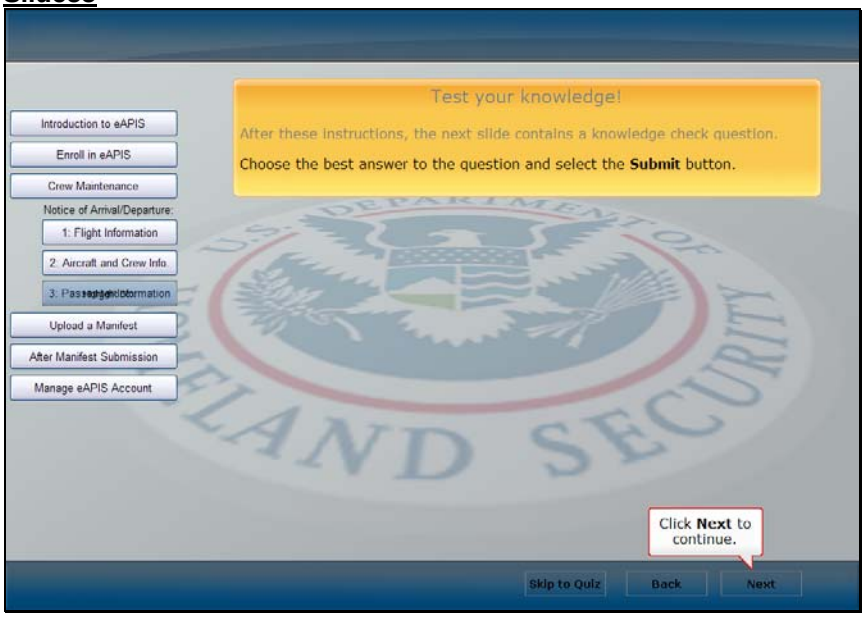


1) Text Caption : Congratulations, you have successfully modified and submitted a manifest.

Slide54

1) Text Caption : Test your knowledge!

Slide55

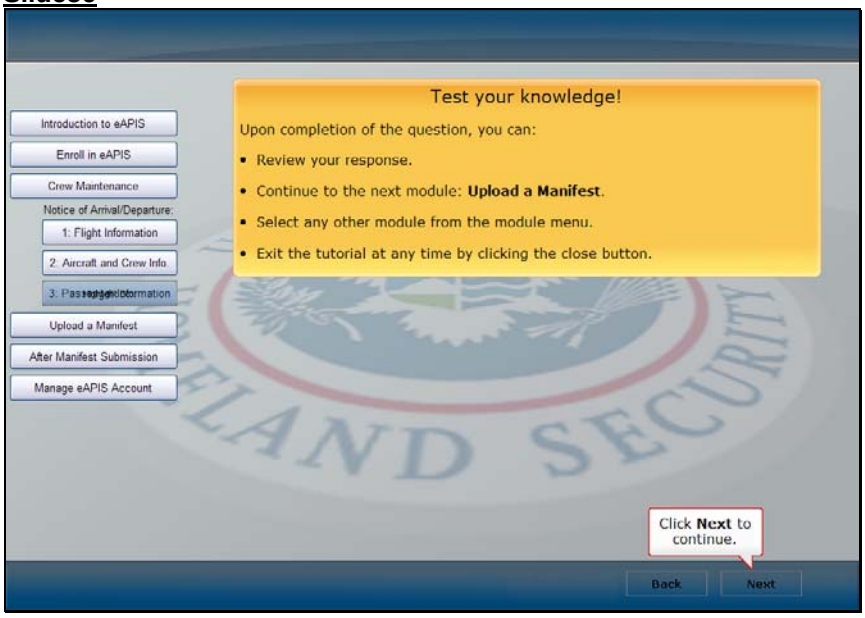


1) Text Caption : Test your knowledge!

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

Choose the best answer to the question.

Slide56

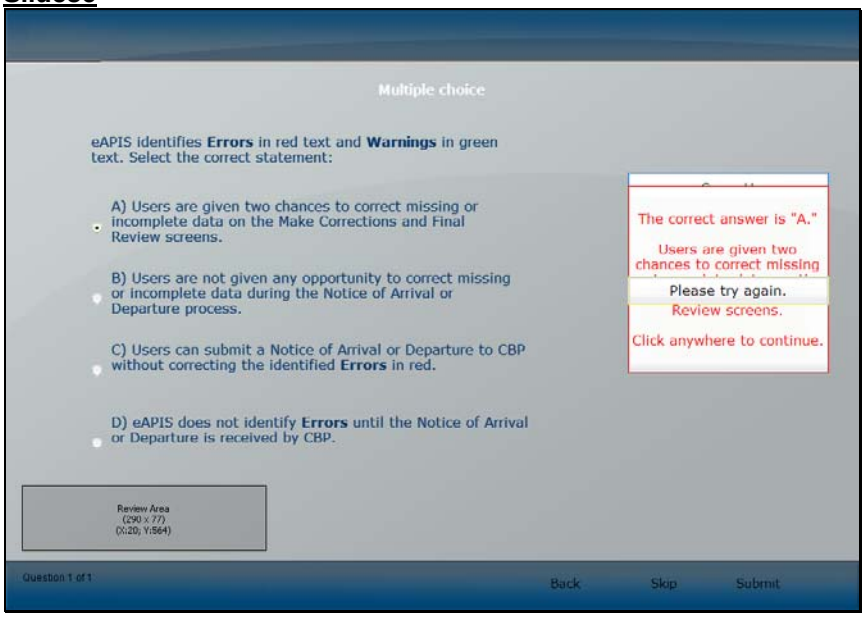


1) Text Caption : Test your knowledge!

Upon completion of the question, you can:

- Review your response.
- Continue to the next module: **Upload a Manifest**.

Slide56



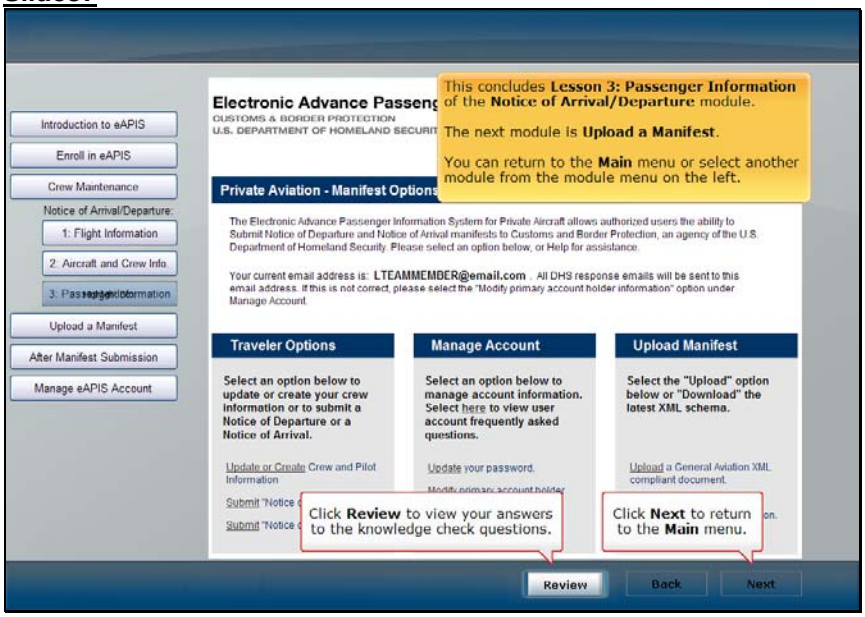
Multiple choice

eAPIS identifies **Errors** in red text and **Warnings** in green text. Select the correct statement:

- ⦿ A) Users are given two chances to correct missing or incomplete data on the Make Corrections and Final Review screens.
- ○ B) Users are not given any opportunity to correct missing or incomplete data during the Notice of Arrival or Departure process.
- ○ C) Users can submit a Notice of Arrival or Departure to CBP without correcting the identified **Errors** in red.
- ○ D) eAPIS does not identify **Errors** until the Notice of Arrival or Departure is received by CBP.

1) Text Caption : Multiple Choice Answer: The correct answer is “A.” Users are given two chances to correct missing or incomplete data on the Make Corrections and Final Review screens.

Slide57



1) Text Caption : This concludes Lesson 3: Passenger Information of the Notice of Arrival/Departure module.