

# Flying in & out of Mexico

eAPIS & International ADIZ Procedures

By Stephen Blythe



# Why Fly to Mexico

From Baja to Cozumel, from sea level on both coasts to the 18,700-foot peak of Citlaltepetl (Orizaba), and from desert to rain forest, Mexico offers the flying tourist a wide range of environment, activities, scenery, and culture.

Most widely publicized are the many seashore vacation opportunities in a country with both Caribbean and Pacific coastlines, but there is much more to this land of variety. As you venture inland, there are the many vestiges of a long history and rich cultural background in the Mayan and Aztec ruins. The mix of the past and the present is embodied in mile-high-plus Mexico City, claimed to be the oldest inhabited city in North America. Built on the remains of Tenochtitlan, the capital of the Aztec empire, this modern metropolis offers history, culture, and shopping by day followed by unmatched cuisine and lively nightlife.

And how better than to sample the abundant variety at your own pace and according to your own itinerary than to take advantage of the geographical freedom offered only by your general aviation airplane.

# Why Fly to Mexico



# Why Fly to Mexico

- Flying into Mexico is NOT as tough as you may have heard.
- Most officials speak **English, its the international Language** for ATC.
- The rules are slightly different than the US but mostly the same.
- If you would not do something at your Home Airport do not do it in Mexico and you will be Fine.

**The people are friendly and accommodating. The pace of life is slower - so, just relax and go with the flow. Treat the officials with the same respect you would provide your local officials and you will find them very pleasant and helpful.**

The key for making the most of your flying vacation to Mexico is the same as for any flight — **proper flight planning**. Visiting high-elevation inland spots like Mexico City at 7,300 feet surrounded by peaks up to 17,000 feet? Brush up on your mountain flying skills. Flying across water? Carry overwater survival gear. What about planning the variety and amount of clothing for the various "seasons" you will encounter and, of course, the related weight and balance considerations, especially at hot and high airports?

# Will I loose my Plane in Mexico?

We have all heard that story about the friend of a friend that lost there plane 20 yrs ago in Mexico .... It was stolen, damaged or broken into. Sure it happens, It happens here at your home airport also.

## **Guns & Drugs**

Any bad story you may have heard about Mexico properly had to do with Guns & Drugs. Do NOT Bring any into or out of Mexico and you will not have to worry about it.

**The people are friendly and accommodating. The pace of life is slower - so, just relax and go with the flow. Treat the officials with the same respect you would provide your local officials and you will find them very pleasant and helpful.**



# Organize Required Documentation

I put ALL My required forms and flight plans in a single binder. In addition to the annual permit from Mexico City, if you choose to obtain one, be sure you have the following additional documents organized and ready for your departure:

- ✓ **eAPIS registration**
- ✓ **eAPIS Flight Plan Departure and Arrival w/ Confirmation Nos**
- ✓ **Pilot's Certificate and Medical Certificate** (Not Valid for Student or Sport Pilots)
- ✓ **Registration & Airworthiness Certificate** (No Temp Registration)
- ✓ **Notarized letter from the registered owner** giving you permission to take the plane into Mexico if you are not the person shown on the registration. (Corporation or LLC.)
- ✓ **Notarized letter for any Minors from BOTH Parents** giving you permission to take the a Minor into Mexico – Needs BOTH Parents – even if you are one of them.
- ✓ **Mexico Insurance policy**
- ✓ **U.S. Customs Form 178**
- ✓ **U.S. Customs Decal**
  - ✓ **\$27.50 Purchase via website or at Customs**
  - ✓ **[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml)**
- ✓ **U.S. FCC Radio Station Authorization**
  - ✓ **Required but never been asked for it - <http://wireless.fcc.gov/aviation/fctsht4.html>**
- ✓ **Passport is REQUIRED – Mexico Tourist Visa (\$20)**
- ✓ **Large 'N' Numbers - Required for US Return (12"** Temporary OK)
- ✓ **Mode – C Transponder - Required to cross ADIZ**

# eAPIS Registration

The first steps of flying to Mexico is to acquire a Customs Decal & eAPIS Sender ID.

The Decal can be obtained via the web at: [https://dtops.cbp.dhs.gov/  
http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml](https://dtops.cbp.dhs.gov/http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml)

The eAPIS Sender ID is obtained via the web at: <https://eapis.cbp.dhs.gov/>

The eAPIS Login Help is detailed via the web at: <http://apps.cbp.gov/eAPIS-pa/>

- ✓ Choose Enroll
- ✓ Complete Enrollment form and submit
  - ✓ The Password REQUIRES a defined format – read carefully
- ✓ Receive an Activation Email from CBP
  - ✓ The Activation Code is not your Password
  - ✓ Read this email carefully, and follow the instructions exactly
  - ✓ If you make a mistake the whole process has to be done again and there is a timeout.
- ✓ Login to eAPIS
- ✓ Activate Account with Sender ID, Activation Code and Password
- ✓ Validate information submitted and complete data

# eAPIS Via Their Website

There are several disadvantages of filing your eAPIS documents

## ✓ On eAPIS website

- ✓ You have to re-enter the data Routes and PAX for both the Departure and Arrival
- ✓ If you make a mistake on the eAPIS site the whole process has to be done again
- ✓ The eAPIS site has a short timeout and you have to do the entry again.
- ✓ Can not Store your eAPIS login and password to have a automatic login process
- ✓ Difficult and complicated login Password process – changes every 90 days
- ✓ Can NOT Store your Passenger information.
- ✓ Can NOT Store your Routes for future use.
- ✓ Can NOT Edit a plan and re-file quickly
- ✓ No way to get your confirmation number if you misplaced it
- ✓ Can NOT Print US Customs Document – 178 still required by some offices
- ✓ Can NOT Print all the MEXICO Required Flight plan documents
  - ✓ Entrance, Arrival, Flight Plan
- ✓ Can Not Edit a Flight plan & quickly re-file from any browser, iPhone, Blackberry
- ✓ NO HISTORY screen to recover confirmation # or re-file previously filed Plans



# eAPIS Screen shots

The following screen shots are from the eAPIS Website

# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

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

### Electronic Advance Passenger Information

CUSTOMS & BORDER PROTECTION  
U.S. DEPARTMENT OF HOMELAND SECURITY

#### Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows passenger and crew manifests online. Reports are also available through the system to CBP approved individuals.

#### Enrolled Users

##### Log In

To begin using this service, please enter your sender ID and password and select **Log In**.

Sender ID:

Password:

Log In >

[Need help logging in?](#)

Select the link above to access enrollment, login, and account activation help information.

[Reset your password](#)

Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.

The eAPIS enrollment steps are:

- Complete eAPIS enrollment form and submit information
- Receive an activation email from CBP
- Log in to eAPIS
- Activate your account

#### New eAPIS Users

##### Enroll

If you are a new user, you will need to Enroll.

Enroll >

Click **Next** to continue.

# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

Introduction to eAPIS

Enroll in eAPIS

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Notice of Arrival/Departure:

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Manage eAPIS Account

### Enroll - Private Aviation Account

Primary Point of  
Contact (POC)

Last Name: \*

First Name: \*

Middle Initial:

Date of Birth: \*

MM / DD / YYYY

E-mail Address: \*

Make sure you enter the correct email address.  
This e-mail address will be used to complete your eAPIS online enrollment and to confirm manifest transmissions.

Re-enter E-mail Address: \*

Telephone Number: \*

Alternate Telephone:

Fax Number:

Street Address: \*

City: \*

State/Province:

ZIP/Postal:

Country: \*

Alternate Point of  
Contact

Last Name:

First Name:

Middle Initial:

E-mail Address:

Telephone Number:

Alternate Telephone:

Fax Number:

Street Address:

City:

State/Province:

ZIP/Postal:

Country:

Create Your Password

Create Password: \*

Please remember this password. You will need this password each time you want to access eAPIS.

Re-enter Password: \*

CANCEL < BACK NEXT >

This is the **Enroll-Private Aviation Account** screen.

This screen captures information about the eAPIS account holder(s).

Click **Next** to continue.

# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

### Enroll - Private Aviation Account

Introduction to eAPIS

Enroll in eAPIS

Crew Maintenance

Notice of Arrival/Departure:

1: Flight Information

2: Aircraft and Crew Info.

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Upload a Manifest

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Manage eAPIS Account

Alternate Point of  
Contact

Last Name:

E-mail Address:

Telephone Number:

Street Address:

City:

State:

Create Your Password

Create Password: \*

Re-enter Password: \*

need this password each time you want to  
access eAPIS.

Re-type *2p@ssWorD* in the **Re-enter  
Password** field and press Tab.

CANCEL

< BACK

NEXT >

### More Password Guidelines:

Once your account is established, if you change your password, it cannot include your eAPIS Sender ID.

No character can be repeated consecutively more than two times.

Examples of valid passwords include:

*1Abracad@bra, 3b!indmice and 12gauge\$hot*

This password is just an example for use in this training simulation.

Remember the password that you create when you actually enroll in eAPIS. You will need it to access your account.



# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

Introduction to eAPIS

Enroll in eAPIS

Crew Maintenance

Notice of Arrival/Departure:

1: Flight Information

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3: Passenger Information

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Manage eAPIS Account

### Electronic Advance Passenger Information System

CUSTOMS & BORDER PROTECTION  
U.S. DEPARTMENT OF HOMELAND SECURITY

#### Enrollment Confirmation

You have successfully enrolled with eAPIS. You will receive an e-mail that contains your sender ID and activation key, which will allow you to activate your account. It is important that you remember your password; this information cannot be retrieved.

Please follow the steps below to begin using eAPIS:

##### Step 1: Receive E-mail

You will receive an e-mail with your sender ID and activation key. Your confirmation e-mail will not arrive immediately.

##### Step 2: Log In to eAPIS

Return to the eAPIS Web site. Enter your sender ID and password, then select **Log In**.

##### Step 3: Activate Account

Activate your account by entering the activation key you receive in the e-mail.

You will know that you have successfully submitted your account request when you are automatically taken to the Enrollment Confirmation screen.

From the Enrollment Confirmation page you will be reminded of the remaining steps to begin using eAPIS.

**Thank you for enrolling.** Please return to the eAPIS Welcome page once you receive your e-mail confirmation. You should receive your confirmation e-mail within 5-7 days.

# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

Introduction to eAPIS

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Crew Maintenance

Notice of Arrival/Departure:

1: Flight Information

2: Aircraft and Crew Info.

3: Passenger Information

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After Manifest Submission

Manage eAPIS Account

From: donotreply@dhs.gov [mailto:donotreply@dhs.gov]  
Sent: Friday, October 10, 2008 11:28 AM  
To: PILOT, HAPPY  
Subject: You have successfully enrolled

Date: Friday, Oct 10, 2008

Dear eAPIS User,

Thank you for enrolling with eAPIS. eAPIS is a Web-based application designed to assist you in providing electronic traveler manifest information to Customs and Border Protection (CBP) for travel both into and out of the United States. eAPIS collects and passes the electronic manifest data to the Advance Passenger Information System (APIS).

This confirmation message contains important information you will need in order to activate and use your account. We strongly recommend that you save this message for your records.

### eAPIS ACCOUNT INFORMATION

Sender ID: ABCD0123

Your sender ID uniquely identifies you to eAPIS and must be used each time you log in. You will not be able to change your sender ID. Be sure to retain this information for your records.

Confidentiality of your sender ID is of primary importance. You are fully responsible for all activities that occur under your sender ID.

Activation Key: 43210a321ab1

Here is an example of a confirmation email. It provides your eAPIS **Sender ID** and **Activation Key**.



# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

Introduction to eAPIS

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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

### Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows passengers to submit passenger and crew manifests online. Reports are also available to authorized users. Only Border Protection approved individuals.

### Enrolled Users

#### Log In

To begin using this system, you must enter your sender ID and select **Log In**.

Sender ID:

Password:

Type your **Sender ID**, *ABCD0123*, in the **Sender ID** field and press Tab.

[Reset your password](#)

Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.

Log In >

You must log into eAPIS within 30 days of receiving your **Sender ID** and **Activation Key**.

(You can access the live eAPIS Web site at <https://eapis.cbp.dhs.gov>.)

### New eAPIS Users

#### Enroll

If you are a new user, you will need to Enroll.

Enroll >

# eAPIS Tutorial

Private Aviation: New eAPIS Users: Enroll in eAPIS

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

## Electronic Advance Passenger Information

CUSTOMS & BORDER PROTECTION  
U.S. DEPARTMENT OF HOMELAND SECURITY

This is the eAPIS Welcome screen.

To submit manifests through eAPIS, you must have an eAPIS account.

### Welcome

The Electronic Advance Passenger Information System, or eAPIS, allows you to enter or upload passenger and crew manifests online. Reports are also available through eAPIS for Customs and Border Protection approved individuals.

### Enrolled Users

#### Log In

To begin using this service, please enter your sender ID and password and select **Log In**.

Sender ID:

Password:

Log In >

[Need help logging in?](#)

Select the link above to access enrollment, login, and account activation help information.

[Reset your password](#)

Forgot or need to reset your password? Select the link above to create a new password and re-activate your account.

### New eAPIS Users

#### Enroll

If you are a new user, you will need to Enroll.

Enroll >

Click **Next** to continue.

# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

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

### Activate Account

To activate your account:

1. Enter your sender ID and password on the eAPIS Welcome screen.
2. When prompted, enter the activation key you receive via email and select **Activate**.
3. Agree to the Terms and Conditions for eAPIS and select **Yes**.

**Key Expires:** The activation key expires after seven days. If you do not use the activation key or if it has expired, you will need to re-enter the activation key.

Activation Key:

[Need help activating your account?](#)

Select the link above to access Account Activation help information

After you enter your **Sender ID** and password for the first time from the Welcome screen, the Activate Account screen appears.

You must activate your eAPIS account:

- the first time you log in and
- after you reset your password from the Log In screen.

Select **Cancel** to return to the Welcome page without activating your account.

To use eAPIS you must select "I agree" on the Terms and Conditions page.



# eAPIS Tutorial

## Private Aviation: New eAPIS Users: Enroll in eAPIS

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

### Private Aviation - Manifest Options

The Electronic Advance Passenger Information System for Private Aircraft (eAPIS) allows private aircraft operators to submit Notice of Departure and Notice of Arrival manifests to Customs and Border Protection, U.S. Department of Homeland Security. Please select an option below, or Help.

Your current email address is: **STEAMMEMBER@email.com**. All D... email address. If this is not correct, please select the "Modify primary account holder" option to Manage Account.

### Traveler Options

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"

### Manage Account

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](#) the latest General Aviation XML Schema Definition.

You have successfully completed the eAPIS enrollment process by:

- logging in to eAPIS with your Sender ID and password within 30 days of enrolling,
- activating your account the first time you logged in, and
- agreeing to the eAPIS Terms and Conditions.

# eAPIS Tutorial

Private Aviation - Manifest Options: Traveler Options: Update or Create Crew and Pilot Information

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

## Electronic Advance Passenger Information

CUSTOMS & BORDER PROTECTION  
U.S. DEPARTMENT OF HOMELAND SECURITY


This is the Add New Crew Member screen, used to enter your crew members into eAPIS.

[News](#) [Legal Notices \[1\]](#) [Log Out \[X\]](#) [Help \[?\]](#)

### Add New Crew Member

[< BACK](#)

**Add New Crew Member:** Go to the Crew Details section of the page and complete the required fields. Select Add Crew to add to the crew member list.

Items marked \* are required. Select this icon  for a list of options.

#### Crew Details

Last Name: \*  First Name: \*  Middle Name:  Gender: \*   
City of Birth:  State or Province of Birth:  Country of Birth: \*  Date of Birth: \*  /  /   
Country of Residence: \*  Country of Citizenship: \*  Crew Member Status: \*

#### Permanent Address

Street Address: \*   
City: \*  State/Province:  ZIP/Postal: \*  Country: \*

#### Document Information

##### Document 1:

Document Type: \*  Document Number:  Country of Issuance:  Expiration Date:  /  /

##### Document 2:

Additional Document Type:  Document Number:  Country of Issuance:  Expiration Date:  /  /

[< BACK](#) [ADD CREW](#)

Click **Next** to continue.

# eAPIS Tutorial

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

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

### Notice of Departure for APGA0062

Aircraft Information	Aircraft Tail Number: *	<input type="text"/>
U.S. Departure Information	Airport: * City: *	<input type="text"/> <input type="text"/>
	Date: * ETD Loc: *	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>
	MM DD YYYY HH	
	Departure Location Description:	<input type="text"/>
Foreign Arrival Information	Country: * Airport: * City: *	<input type="text"/> <input type="text"/> <input type="text"/>
	Date: * ETA Loc: *	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/>
	MM DD YYYY HH	
	Please list intended foreign airport de	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	Estimated time and location of crossing US Border or Coastline:	<input type="text"/>
24 Hour Emergency Contact Information	Last Name: * First Name: * Middle Initial: *	<input type="text"/> <input type="text"/> <input type="text"/>
Your must specify emergency contact information for each manifest.	Telephone Number: * Email Address: *	<input type="text"/> <input type="text"/>
Traveler Counts	Crew: * Passengers: *	<input type="text"/> <input type="text"/>
Please enter the number of travelers for each type.		

CANCEL < BACK NEXT >

**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.

Click **Next** to continue.



# eAPIS Tutorial

Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure: Aircraft & Crew Information

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 Information

View and/or update all Aircraft Information

Aircraft Tail Number:

N12345

Type of Aircraft: \*

Color: \*

Call Sign:

CBP Decal Number:

### Aircraft Operator Information

Enter the Operator information (either for an individual or a business entity).

Operator Name \* (either an individual or a company)

Last Name:

First Name:

Middle Name:

Company Name:

Operator Address

Street Address: \*

Apartment or Suite Number:

City: \*

State/Province:

Zip/Postal: \*

Country: \*

Telephone Number: \*

Fax Number:

Email Address: \*

### Aircraft Owner / Lessee Information

Enter the Owner / Lessee information (either for an individual or a business entity).

Owner Name \* (either an individual or a company)

Last Name:

First Name:

Middle Name:

Company Name:

Owner/Lessee Address

Street Address: \*

Apartment or Suite Number:

City: \*

State/Province:

Zip/Postal: \*

Country: \*

Telephone Number: \*

Fax Number:

Email Address: \*

This is the Aircraft Information page. First, you will enter descriptive information about the aircraft.

Click **Next** continue.

# eAPIS Tutorial

## Private Aviation: Traveler Options: Submit a Notice of Arrival or Departure: Passenger Information

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: \*

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

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.

CANCEL

ADD PASSENGERS

< BACK

REVIEW MANIFEST

# eAPIS Tutorial

## Private Aviation: Upload Manifest: Upload a Private Aviation XML compliant document

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

This is the **eAPIS Upload a Manifest** module.

The upload option is an alternative to submitting a Notice of Arrival or Departure.

If you have the ability to create a manifest in XML (extensible markup language) using your own system, you can upload that manifest directly to CBP without manually entering the data in Notice of Arrival or Departure.

The uploaded XML files must conform to the General Aviation XML Schema. In eAPIS, the latest schema can be viewed and downloaded by clicking the **Download** link.

The business rules for XML are available at [www.cbp.gov](http://www.cbp.gov):  
<[http://www.cbp.gov/xp/cgov/travel/inspections\\_carriers\\_facilities/apis/](http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/apis/)>

Manage Account.

### Traveler Options

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"

### Manage Account

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.

### Upload Manifest

Select the "Upload" option below or "Download" the latest XML schema.

[Upload](#) a General Aviation XML compliant document.

[Download](#) the latest General Aviation XML schema.

Click **Next** to continue.

# eAPIS Via Our Website

There are several advantages of filing your eAPIS documents via our Website

Note: you still have to obtain a decal and get a Sender ID from the eAPIS site and do the initial login

- ✓ Our website allows you to :
  - ✓ Do everything you can do on the eAPIS website PLUS ....
  - ✓ We have the most important Help and Related links all in one place.
  - ✓ Store your Passenger information.
  - ✓ Liga & Samaritans Assigned PAX are automatically added to your Manifest
  - ✓ Store your Routes for future use.
  - ✓ Store your Manifest ( Routes & PAX combination) for future use.
  - ✓ Store your eAPIS login and password to have a automatic login process
  - ✓ Print all the MEXICO Required Flight plan documents
    - ✓ Entrance, Arrival, Flight Plan
    - ✓ This allows you to reduce your time at the commandants office by 1/2
  - ✓ Print US Customs Document – 178 still required by some offices
  - ✓ We provide a faster and more complete confirmation report w/ the confirmation #
  - ✓ Edit a Flight plan & quickly re-file from any web browser or iPhone, Blackberry
  - ✓ HISTORY screen to recover confirmation # or re-file previously filed Flight Plans

# Our Website eAPIS Screen shots

The following screen shots are from the eAPIS forms  
on our Website



Internet Explorer window showing the website <http://www.ligainternational.org/Docs/eAPIS/eAPIS.asp>. The address bar shows the URL. The browser has several tabs open, including "Snagit", "Convert", and "Select". The "Favorites" bar includes links like "SeatGuru", "XM Radio", "bMobile Signon", "Home Page", "Liga", "Samaritans", "PBS", "OCPilots", "OBDC", "30000 Feet", "PayPal", and "OCUPS". The "Membership Menu" is visible, and the "eAPIS Help - How to Fil..." tab is active.

The website navigation bar includes links: Home, Mbr Home, Join, Volunteer, Schedule, Photos, Info-Docs, WebLinks, Contacts, and Help. The "Info-Docs" dropdown menu is open, showing a list of links: Documents, Publications, Newsletter, Movies & Videos, Articles, Clinics, Volunteers, Medical Staff, Pilots, eAPIS Filing & Info, File eAPIS Notice, Mex Flight Plans, Intl Pilot Info-Docs, Flight Procedures, Pilot Checklist, Airplane Briefing, Weather Links, RSS News Feeds, Pilot Log, FREE FlightSoftware, Pilot Log, Trip Planning, MX Hotel Info, and Liga Shirts & Bags.

### eAPIS Filer - Software Tools to help you legally and safely cross the US Border

#### File Your eAPIS Flight Plan

**What is eAPIS?** eAPIS is the Electronic Advance Passenger Information System. eAPIS is a U.S. Customs and Border Protection (CBP) web-based application that provides for the collection of electronic traveler manifest information for international flights. eAPIS collects and passes electronic manifests to the Advance Passenger Information System (APIS) at the port of entry.

The eAPIS Government filing site is available here: <https://eapis.cbp.dhs.gov>. There information and help is here: [http://cbp.gov/xp/cgov/travel/pleasure\\_boats/private\\_flight](http://cbp.gov/xp/cgov/travel/pleasure_boats/private_flight)

Our eAPIS-Filer software is much more than a tool to make your eAPIS manifests a breeze, it makes your border crossing rule compliance as simple as it can be. You have enough problems with flying as it is. Let us solve this one for you.

**eAPIS-Filer is an application shareware developed by pilots for pilots.** Unlike other applications that cost hundreds of dollars for applications that do much less than eAPIS Filer. Most require your to purchase a browser based mobile devices. PC, MAC, Linux, iPhone or Blackberry. Nothing to Purchase, 100's of pilots that regularly travel international such as pilots members of [Liga International](#), [Bonanza Society](#) and [Orange County Pilots Association](#).

**Attention Private Pilots - New Custom Border Protection (CBP) Rules :** The Advance Information System (AIS) States Final Rule requires that pilots of private aircraft transmit notices of arrival and/or departure and traveler manifest information to CBP electronically a minimum of 60 minutes prior to departure through eAPIS or another CBP-approved electronic data interchange system. The new regulations are in effect with a voluntary compliance period ending on May 18, 2009. On this date, electronic transmissions become mandatory.

The Electronic Advance Passenger Information System, or eAPIS, allows you to enter or upload passenger and crew manifests online. Reports are also available through eAPIS for Customs and Border Protection approved individuals. Our Website has Made the process very easy for our members to file a eAPIS compliant border crossing flight plan. The links below provide you with the links and Help videos you need.

**How do we make it easier for you? No Problem - We have you covered!** Take a look at the information below and watch the videos. Sign up as a member and visit the member profile update area. Here you can enter all of the information needed to generate a transmission to the eAPIS website. That transmission can be via a Upload of a XML document in there required format or a post directly to there web servers. Both methods have been certified by the eAPIS directors. In addition, that same information is used to complete all your international flight plans. (Flight Plans, Arrival Documents and Entrance Documents) These programs were originally written for [Liga International](#) and [Flying Samaritans](#) to ease the pressure on there pilots compliance requirements since they fly monthly into Mexico to transport Medical staff to provide medical care to the residents of Baja and Mainland Mexico.

As a Member you can go directly to the eAPIS generation screens via [this link](#). But please watch the videos below first, it will save you a lot of time.

Internet | Protected Mode: Off | 105%



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## Pilots - US, Canada, Mexico Border Crossing - eAPIS HELP

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› Sony Reader Plates	(11)	Sony Reader US Instrument Charts and Airport Directory in a PDF Format \$9.95/Mo
› Kindle Reader Plates	(11)	Kindle Reader US Instrument Charts and Airport Directory in a PDF Format \$Free (But not Indexed)
› Intl-Pilot-Documents	(74)	International Pilots Documents Web Page
› Pilots News	(57)	Pilot News posted on our Publications Site related to Mexico Border crossing
› 406 Mhz ELT Upgrade	(54)	406 Mhz ELT Upgrade Notes and considerations
› Customs Decal	(0)	Customs and Border Protection - User Fee Decals and Transponders
› eAPIS Login	(35)	Welcome to eAPIS   Customs and Border Protection - Login Screens
› eAPIS Help & Training	(19)	Tutorials provided to assist you in understanding of how to use eAPIS correctly
› eAPIS Private Flyers Guide	(6)	Must Read PDF Document, Instructions, Ports of Entry, forms etc for crossing the border
› eAPIS CBP Ports & Contacts	(5)	List of all contact information for All CBP Ports of Entry - Use 'eAPIS Private Flyers Guide' for just Airports
› eAPIS CBP Gov Links	(0)	Links for The Electronic Advance Passenger Information System (eAPIS) for Private Aviation
› AOPA eAPIS Training	(20)	APOA Tutorials to assist you with how to use eAPIS - Requires APOA Login
› Customs CBP-122	(51)	Customs CBP-122 Advanced Notification requirements manual
› CBP eAPIS Guide	(83)	Customs CBP Private Air APIS Guide v1
› CBP eAPIS Business Rules Guide	(69)	Customs CBP Private Air APIS Business Rules Guide v 1 0
› File eAPIS via our Website	(11)	File eAPIS documents for FREE, save Routes and PAX info and file eAPIS hassle free via our website
› eAPIS Help & Info Menu	(8)	Help, Videos, Links and information on Filing eAPIS documents. File eAPIS hassle free via our website
› Flying in & Out of Mexico	(61)	A Powerpoint Training Document on how to fly in and out of Mexico
› eAPIS Flight Plans & Customs	(85)	Video - Pilot Flight Plan Screen Entry and Edit of Airplane, Pilot, Routes, and PAX Information
› eAPIS & Flight Plans Generate	(79)	Video - Pilot Flight Plan Screens, Print & Generate Customs & Border Patrol Forms & XML uploads
› eAPIS XML upload	(82)	Video - How to Upload the website generated XML documents to the eAPIS US Customs website
› Whales Trip Summary	(82)	Things you need to know for the Baja Whales Trip
› Flying into Canada	(1)	Flying into Canada - What you Should Know, Transport Canada website
› Canada CANPASS	(13)	Canada - CANPASS Procedures for traveling to Canada - CBSA Canada website
› Canada ATC User Fees	(1)	NAV CANADA recovers the costs of air navigation services via User Fees levied on aircraft operators.
› Canada Customs	(18)	Canadian border information and services for non-residents visiting
› CANPASS-CBSA Offices	(20)	Canada - Airport of Entry/CANPASS, Canada Border services website
› Canada Aviation Links	(15)	Canada - Recreational Aviation Links, Transport Canada website
› Canada Weather	(0)	Canada Aviation Weather data provided by Environment Canada and NAV CANADA
› Canada GST Refunds	(0)	Canada - GST/HST Visitor Rebate Program - Eliminated, Canada Revenue Website
› Canada Gun Regulations	(21)	Canada - Law for Americans who travel to Canada (or through Canada to Alaska) with firearms. (Dut required in Alaska?)
› Flying into Alaska	(26)	Resources for Flying into Alaska - <a href="http://www.flyalaska.net/">http://www.flyalaska.net/</a>
› Flying into Alaska	(21)	Resources for Flying into Alaska - <a href="http://philip.greenspun.com/flying/alaska">http://philip.greenspun.com/flying/alaska</a>
› Flying into Alaska	(18)	Resources for Flying into Alaska - <a href="http://www.dot.state.ak.us/">http://www.dot.state.ak.us/</a>
› Flying into Alaska	(0)	Resources for Flying into Alaska - <a href="http://www.atlasaviation.com/">http://www.atlasaviation.com/</a>
› Flying into Alaska	(21)	Resources for Flying into Alaska - Alaska Bush Flying Discussion about flying in the Alaska back country.
› Lets Fly Alaska	(10)	Resources for Flying into Alaska - \$1500/Plane Guides Tours.

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## Customs & Border Patrol

Pilot Member: 3388 Stephen Blythe Test

History

Customs

FP Aircraft

FP Pilot

FP PAX

FP Route

FP Generate

Member Edit

Save and Exit

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

### Customs and Border Protection Information - All is REQUIRED to Fly to Mexico

eAPIS Sender ID : APGAxxxx APGAxxxx

Last Name : Pilot

First Name : Test

Middle Name : a

Gender : Male

USA Address : 1234 Main St

USA City, State, Zip : Laguna Hills

CA , 92630

Birth Date : 06/06/1966 mm/dd/yyyy

Country of Residence: USA USA

Passport No : TESTPNBR1

Citizen: USA USA

Expires: 12/31/2009 mm/dd/yyyy

## Flight Plan - Aircraft Information

Airplane: 97 - NTEST5

Pilot Member: 3388 Stephen Blythe Test

History

Customs

FP Aircraft

FP Pilot

FP PAX

FP Route

FP Manifest

FP Generate

Member Edit

Save and Exit

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

\*ID - Tail No: NTEST5 N8241K Save FP Aircraft Save as NEW Aircraft DEL

US Customs Decal#: 8514925 9xxxxxxx

Assignable Weight: 650 Pilot, Pax & Baggage Airplane Seats: 4 (Including Pilots)

Manufacture: Bonanza Bonanza

Type: BE33 BE33 Model: F33A F33A Year: 1991 1991

Airworthiness No: En Vigor En Vigor Serial No: CE-1616 CE-1616

Home Base: SNA KSNA Equipment: GPS/C GPS - STD

Wake Category: L L - M - H Cruise Speed: 195 195 Endurance: 6:00 6:00

Aircraft Color - Base: White / Blue White Color - Trim: Red / Gold Blue

Remarks: Turbo Normalized w/ 406 ELT

Owner Company Name: Enter a Company OR a Individual Name Below

Owner Last Name: Bernal First Name: Michelle Middle Name: Owner

Owner Address: 1234 main St

Owner City: Owner Town State: CA Zip: 92699 Country: USA USA

Owner Phone: 704 329-6118 Fax: 704 329-6119 Email: michelle.bernal@dhs.gov

Operator Company Name: Blytheco Inc Enter a Company OR a Individual Name Below

Operator Last Name: Bernal First Name: Stephen Middle Name: Operator

Operator Address: 1234 main St

Operator City: Operator town State: CA Zip: 92699 Country: USA USA

Operator Phone: 704 329-6118 Fax: 704 329-6119 Email: michelle.bernal@dhs.gov

Multi-Entry Permit: 646310000002858 Year: 2009

USA Insurance Co: Phoenix USA Policy No: AV 090875 02 Expires: 07/06/2009

Mexico Insurance Co: Mapfre Tepeyac Mexico Policy No: MAC-I-4169 Expires: 07/05/2009

## Check what you do NOT have on board

Radio Equipment: UHF: ☒ VHF: ☒ ELT: ☒

Survival Equipment: Std: ☒ Polar: ☐ Desert: ☒ Maritime: ☐ Jungle: ☐

Jackets... Jacket: ☒ Light: ☒ Flares: ☒ UHF: ☒ VHF: ☒

Life Boat... Dingy: ☐ Qty:  #Pax:  Color:  Cover: ☐

## Flight Plan - Pilot Information

Pilot: 45 - Pilot - TESTLNBR1 ▼

Pilot Member: 3388 Stephen Blythe Test

History

Customs

FP Aircraft

FP Pilot

FP PAX

FP Route

FP Generate

Member Edit

Save and Exit

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

\* eAPIS Sender ID: APGAxxxx APGAxxxx

eAPIS Password: password (Not Required to upload to eAPIS)

Save FP Pilot

Save as NEW Pilot

DEL

\* Pilot Last Name: Pilot First Name: Test Middle Name: Middle

\* Pilot Birth Date: 07/08/1928 Birth City: Birthtown Birth State: CA ↗ Birth Country: GBR ↗ USA

Pilot Member Status: PILOT ▼ Gender: Male ▼ Residence: USA ↗ USA Citizenship: USA ↗ USA

Permanent Address: 2165 Main St City: Pilottown State: CA ↗ Zip: 92699 Country: USA ↗ USA

Pilot USA Address: 2165 Main St US City: Pilottown US State: CA ↗ US Zip: 92699

Passport: TESTPNBR1 Passport Country: USA ↗ USA Passport Expire date: 12/02/2099

\* Pilots License: TESTLNBR1 License Country: USA ↗ USA Medical Expire date: 08/10/2099

Emergency Last Name: Bernal First Name: Michelle Middle Name:

Emergency Phone: 704 329-6118 Fax: 704 329-6119 Email: michelle.bernal@dhs.gov

The following Items are NOT required to file an eAPIS flight plan

AOPA Member #: 01421460 (AOPA Membership No, Used for Weather)

Pilot Ratings: Commercial, IFR, Multi (Private, IFR, COM, CFI, ATP)



## Flight Plan - Passengers Customs Information

Pilot Member: 3388 Stephen Blythe Test

[History](#)[Customs](#)[FP Aircraft](#)[FP Pilot](#)[FP PAX](#)[FP Route](#)[FP Manifest](#)[FP Generate](#)[Member Edit](#)[Save and Exit](#)

**Red \*** items are **Required** Fields to Save a Form - **All fields are required to file eAPIS flight plans**

This screen allows you to enter or edit a list of passengers that you can use on any of your upcoming Flight Plan Manifests. Passengers need only be entered once.

**Note:** Liga assigned passengers do not need to be entered on this screen, as they will be automatically added to your FP Manifest, assigned by Manifest section, when you select the Liga Clinic Event. If last minute changes are made that are not reflected on the website, you can use this screen to add the new Passenger or Crew.

### Edit Existing Passenger's Customs Information.

Select Passenger: 68 - Crew, Test

Select a Passenger from this drop-down to Edit or Enter a NEW Passenger Below

### Add or Edit Passenger's Customs Information.

Action:

[Save PAX](#)[Save NEW PAX](#)[Delete PAX](#)

Last Name: Crew

First Name: Test

Middle Name: Middle

USA Address: 1234 Crew

City: Crew Town

State: CA

Zip: 92699

Status: CREW

Gender: Female

Birth Date: 12/20/1944

Residence Country: USA

Passport: TESTPNBR4

Issue Country: USA

Expires: 12/31/2099

### Only Complete for CREW:

Permanent Address: 124 Perm Crew

City: Crew Perm Town

State: CA

Zip: 92699

Country: USA

Crew Birth Date: 12/20/1944

Birth City: Your Town

Birth State: CA

Birth Country: USA

Crew Pilot License: TESTLNBR4

License Country: USA

## Flight Plan - Passengers Customs Information

Pilot Member: 3388 Stephen Blythe Test

[History](#)[Customs](#)[FP Aircraft](#)[FP Pilot](#)[FP PAX](#)[FP Route](#)[FP Manifest](#)[FP Generate](#)[Member Edit](#)[Save and Exit](#)

**Red \*** items are **Required** Fields to Save a Form - **All fields are required to file eAPIS flight plans**

This screen allows you to enter or edit a list of passengers that you can use on any of your upcoming Flight Plan Manifests. Passengers need only be entered once.

**Note:** Liga assigned passengers do not need to be entered on this screen, as they will be automatically added to your FP Manifest, assigned by Manifest section, when you select the Liga Clinic Event. If last minute changes are made that are not reflected on the website, you can use this screen to add the new Passenger or Crew.

### Edit Existing Passenger's Customs Information.

Select Passenger: 67 - Passenger, Test ▼

Select a Passenger from this drop-down to Edit or Enter a NEW Passenger Below

### Add or Edit Passenger's Customs Information.

Action:

[Save PAX](#)[Save NEW PAX](#)[Delete PAX](#)

Last Name: Passenger

First Name: Test

Middle Name: Middle

USA Address: 123 Main

City: Paxtown

State: CA ↗

Zip: 92699

Status: PAX ▼

Gender: Male ▼

Birth Date: 01/01/2003

Residence Country: USA ↗ USA

Passport: TESTPNBR3

Issue Country: USA ↗ USA

Expires: 01/01/2010

### Only Complete for CREW:

Permanent Address:

City:

State:

Zip: 0

Country:

Crew Birth Date: 1/1/1900

Birth City:

Birth State:

Birth Country:

USA ↗

Crew Pilot License:

License Country: USA

USA ↗

## FlightPlan - Routes

FPRoute: 243-Test Route

Event: 216-Concert Under the Stars

Pilot Member: 3388 Stephen Blythe Test

History

Customs

FP Aircraft

FP Pilot

FP PAX

FP Route

FP Manifest

FP Generate

Member Edit

Save and Exit

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

Save FP Route

DEL

Save as NEW Route

\*Route Name : Test Route Identify this Route

Example

Use Event Dates

Pax/Mbr	Last Name	First Name	Gender	Birth Date	Passport	Citizen	Expires	Event Due	Total Due
Pilot: 45	Pilot	Test	M	07/08/1928	TESTPNBR1	USA	12/02/2099		
+PAX: 67	Passenger	Test	M	01/01/2003	TESTPNBR3	USA	01/01/2010		
+PAX: 2	Traveler	Happy	F	11/11/1914	TESTPNBR2	USA	12/22/2022		
+Crew: 68	Crew	Test	F	12/20/1944	TESTPNBR4	USA	12/31/2099		

## US Customs Departure USA Information

(Use "00:00" or Date &lt; Today to NOT print a Time or a Date)

Customs Depart Airport: KTST

City: Calexico

State: CA

Customs Departure Airport should be a Customs Airport close to your border crossing.

Departure Place: Depart SNA SW parking, spot 24 at 8:00

Airport and FBO, Spot or Hanger on Departure Airport

Zulu Time: 16:30 hh:mm

Local Time: 08:30 hh:mm

US Depart Date: 06/13/2009 mm/dd/yyyy or Blank

The Departure Time should be the estimated time crossing the Border

Foreign Arrival Airport: MTST

City: Ciudad Obregon

Country: MEX

Zulu Time: 19:00 hh:mm

Local Time: 12:00 hh:mm

Arrival Date: 06/13/2009 mm/dd/yyyy or Blank

Border Crossing Info: 08:30 LOCAL 15 mi West of KTST

(Time) LOCAL (Crossing point)

Foreign Route: MTST - MM79 - MTST - NO USA Airports

## US Customs Return to USA - Arrival Information

(Use "00:00" or Date &lt; Today to NOT print a Time or a Date)

Foreign Depart Airport: MTST

City: Ciudad Obregon

Country: MEX

Zulu Time: 17:00 hh:mm

Local Time: 10:00 hh:mm

Depart Date: 06/13/2009 mm/dd/yyyy or Blank

US CBP Arrival Airport: KTST

City: Calexico

State: CA

Arrival Place: The Customs Parking and FBO area

Airport and FBO, Spot or Hanger on Arrival Airport

Zulu Time: 20:00 hh:mm

Local Time: 12:00 hh:mm

US Arrival Date: 06/13/2009 mm/dd/yyyy or Blank

Border Crossing Info: 12:00 LOCAL at KTST

(Time) LOCAL (Crossing point)

Foreign Route: MTST - MM79 - MTST - NO USA Airports

The following is only needed if you desire to Print International or Mexico Flight Plans and are NOT required to file eAPIS Flight Plans:

### Mexico Entrance and Arrival Information

MEX Entrance Date : 06/13/2009 mm/dd/yyyy  
MEX Departure Date : 06/13/2009 mm/dd/yyyy  
USA Airport Origin : KSNA KSNA  
Expire Date : 06/13/2009 mm/dd/yyyy  
AOE Arrival: MMCN MMCN  
Back to USA: MMCN MMCN

### MMCN to MM79 - Flight In Mexico 1 (Liga: MMCN-MM79)

(Use "00:00" or Date < Today to NOT print a Time or a Date)

Flight Plan Date 1: 06/13/2009 mm/dd/yyyy (Blank = Delete)  
Departing Airport 1: MMCN MMCN Depart Time : 21:00 hh:mm Altitude : 5.5 006.5  
Route 1: MMCN - MM79  
Destination Airport 1: MM79 KCXL Time In Route : 00:30 hh:mm Alt Airport : MMLM KLAX  
# Pilots 1: 1 # Passengers : 3 On Board : 4 004  
Flight Rules1: V V-I Type of Flight : General Aviation  
# in Flight : 1 01  
Other Information 1: Liga Flight to ElFuerte (Alt MMLM or Choix)

### MM79 to MMCN - Flight In Mexico 2 (Liga: MM79-MMCN to print Arrival Doc)

Flight Plan Date 2: 06/13/2009 mm/dd/yyyy (Blank = Delete)  
Departing Airport 2: MM79 MMCN Depart Time 2: 08:00 hh:mm Altitude 2: 6.5 006.5  
Route 2: MM79 - MMCN  
Destination Airport 2: MMCN KCXL Time In Route 2: 00:30 hh:mm Alt Airport 2: MMPE KLAX  
# Pilots 2: 1 # Passengers 2: 3 On Board 2: 4 004  
Flight Rules2: V V or I Type of Flight 2: General Aviation  
# in Flight 2: 1 01

Other Information2: Liga Flight ElFuerte to MMCN

### MMCN to KCXL - Return to USA (Liga: MMCN-KCXL)

Flight Plan Date 3: 06/13/2009 mm/dd/yyyy (Blank = Delete)  
Departing Airport 3: MMCN MMCN Depart Time 3: 10:00 hh:mm Altitude 3: 14.5 006.5  
Route 3: MMCN - KCXL  
Destination Airport 3: KCXL KCXL Time In Route 3: 02:30 hh:mm Alt Airport 3: KSDM KLAX  
# Pilots 3: 1 # Passengers 3: 3 On Board 3: 4 004  
Flight Rules 3: V V-I Type of Flight 3: General Aviation  
# in Flight 3: 1 01

Other Information 3: Liga Flight home to KCXL



## Flight Plan - Pax Manifest

FPRoute: 243-Test Route ▼

Event: 216-Concert Under the Starts ▼

Pilot Member: 3388 Stephen Blythe Test

History

Customs

FP Aircraft

FP Pilot

FP PAX

FP Route

FP Manifest

FP Generate

Member Edit

Save and Exit

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

Event No, Date, Description Event City & Host Name	Option Descriptions	Attendee Counts		Option Prices	Option Amounts
		Regular	Standby		
216 - 8/1/2009 Concert Under the Starts Concert under the Stars Carol Willner & Lucy Plambeck	8/1/2008 - Concert - Individual Tickets 8/1/2008 - Concert - Table of 8	9 7	0 0	55.00 400.00	475.00 2,800.00

This screen allows you to select from a list of passengers entered on the FP PAX screen that you want included on your Flight Plan Manifest.

**Note:** Liga assigned passengers do NOT need to be entered on this screen, as they will be automatically added to the assigned by Manifest Section of this screen when you select the correct Liga Clinic Event. If last minute changes are made that are not reflected on the website, you can use the FP PAX screen to add the new Passenger or Crew.

Add Existing Passenger's Customs Information.

Select Passenger: Choose Passenger to Add (3) ▼

Select an existing Passenger from this drop-down to add to the Manifest

1: Passenger's Customs Information. PaxID: 67

Action: Remove Pax ▼

Last Name: Passenger First Name: Test Middle Name: Middle  
USA Address: 123 Main City: Paxtown State: CA Zip: 92699  
Gender: M Birth Date: 1/1/2003 Residence Country: USA  
Passport: TESTPNBR3 Citizenship: USA Expires: 1/1/2010

2: Passenger's Customs Information. PaxID: 2

Action: Remove Pax ▼

Last Name: Traveler First Name: Happy Middle Name: Middle  
USA Address: 1234 Main Lane City: Lake Tree State: CA Zip: 92680  
Gender: F Birth Date: 11/11/1914 Residence Country: USA  
Passport: TESTPNBR2 Citizenship: USA Expires: 12/22/2022

3: Passenger's Customs Information. PaxID: 68

Action: Remove Pax ▼

Last Name: Crew First Name: Test Middle Name: Middle  
USA Address: 1234 Crew City: Crew Town State: CA Zip: 92699  
Gender: F Birth Date: 12/20/1944 Residence Country: USA  
Passport: TESTPNBR4 Citizenship: USA Expires: 12/31/2099

Crew Address: 124 Perm Crew City: Crew Perm Town State: CA Zip: 92699 Country: USA  
Pilot Birth Date: 12/20/1944 Birth City: Your Town Birth State: CA Birth Country: USA  
Crew Pilots license: TESTLNBR4 License County: USA

## Flight Plan - Generate Forms

Pilot Member: 3388 Stephen Blythe Test

[History](#)
[Customs](#)
[FP Aircraft](#)
[FP Pilot](#)
[FP PAX](#)
[FP Route](#)
[FP Manifest](#)
[FP Generate](#)
[Member Edit](#)
[Save and Exit](#)

**Red \*** items are **Required** Fields to Save a Form - **All fields are required to file eAPIS flight plans**



Flight Plans are published in a PDF v9 format - [Download the PDF Reader](#)

\* Flight Plan Aircraft:

97 - NTEST5

\* Flight Plan Pilot:

45 - Pilot - TESTLNBR1

\* Flight Plan Route:

243-Test Route

Event for Assigned Passengers:

223-Oct 2009 Mexico Clinics

Open All Documents:

Display Forms

HELP

**Warning** the Route MX Entrance Date of **06/13/2009-06/13/2009**, Does **NOT** Agree with the Selected Event

Click **"Use Event Dates"** to Update Route Dates to match the Selected Event Dates: **10/2/2009-10/4/2009**

Use Event Dates

Pax/Mbr	Last Name	First Name	Gender	Birth Date	Passport	Citizen	Expires	Event Due	Total Due
Pilot: <u>45</u>	Pilot	Test	M	07/08/1928	TESTPNBR1	USA	12/02/2099	0	
+PAX: <u>67</u>	Passenger	Test	M	01/01/2003	TESTPNBR3	USA	01/01/2010		
+PAX: <u>2</u>	Traveler	Happy	F	11/11/1914	TESTPNBR2	USA	12/22/2022		
+Crew: <u>68</u>	Crew	Test	F	12/20/1944	TESTPNBR4	USA	12/31/2099		

Display & Print PDF Documents	Pilot-Pax Count	File Name	Print Count	# of Copies Required
<a href="#">MX Entrance (KSNA--&gt;MMCN)</a>	4	Required to Fly in Mexico - Keep with you	4	4 / Initial AOE Only
<a href="#">MX Arrival-Entrance - MMCN</a>	1-3	Document Arrival at Mexico AOE	1	2 / Initial AOE Airport
<a href="#">Mexico Flight Plan 1 (MMCN--&gt;MM79)</a>	4	To fly from AOE Airport (MMCN) to Next Airport (MM79)	4	3-4 / Any Towered Airport
<a href="#">MX Arrival for MM79</a>	1-3	Mexico Arrival Document for MM79 Airport	1	2 / Tower Airport
<a href="#">MX Arrival for El Fuerte (MM79)</a>	1-3	Mexico Arrival Document for El Fuerte (MM79)Airport <b>Blank</b>	1	1 / Arrival Airport
<a href="#">Mexico Flight Plan 2 (MM79--&gt;MMCN)</a>	4	To fly from Towered Airport (MM79) to Next Airport (MMCN)	4	3-4 / Tower Airport
<a href="#">MX Arrival for MMCN</a>	1-3	Mexico Arrival Document for MMCN Airport	1	2 / Arrival Airport
<a href="#">Mexico Flight Plan 3 (MMCN--&gt;KCXL)</a>	4	To fly from Towered Airport (MMCN) to Next Airport (KCXL)	4	3-4 / Tower Airport
<a href="#">US Customs</a>	4	Required to enter the USA (Being replaced by eAPIS)	1	1 / Provide to US Customs

Display & Print PDF Documents	Pilot-Pax Count	File Name	Print Count	# of Copies Required
<a href="#">MX Entrance (KSNA--&gt;MMCN)</a>	4	Required to Fly in Mexico - Keep with you	4	4 / Initial AOE Only
<a href="#">MX Arrival-Entrance - MMCN</a>	1-3	Document Arrival at Mexico AOE	1	2 / Initial AOE Airport
<a href="#">Mexico Flight Plan 1 (MMCN--&gt;MM79)</a>	4	To fly from AOE Airport (MMCN) to Next Airport (MM79)	4	3-4 / Any Towered Airport
<a href="#">MX Arrival for MM79</a>	1-3	Mexico Arrival Document for MM79 Airport	1	2 / Tower Airport
<a href="#">MX Arrival for El Fuerte (MM79)</a>	1-3	Mexico Arrival Document for El Fuerte (MM79)Airport <a href="#">Blank</a>	1	1 / Arrival Airport
<a href="#">Mexico Flight Plan 2 (MM79--&gt;MMCN)</a>	4	To fly from Towered Airport (MM79) to Next Airport (MMCN)	4	3-4 / Tower Airport
<a href="#">MX Arrival for MMCN</a>	1-3	Mexico Arrival Document for MMCN Airport	1	2 / Arrival Airport
<a href="#">Mexico Flight Plan 3 (MMCN--&gt;KCXL)</a>	4	To fly from Towered Airport (MMCN) to Next Airport (KCXL)	4	3-4 / Tower Airport
<a href="#">US Customs</a>	4	Required to enter the USA (Being replaced by eAPIS)	1	1 / Provide to US Customs

**You have two ways to file your eAPIS flight plan for Customs & Border Patrol Sender ID : APGA1614**

- 1) You can upload directly to eAPIS from the link below. (**Recommended Method** - you get immediate confirmation of receipt.)
- 2) Save the XML Flight Plan document for Out-Bound and In-Bound Flights and Manually Upload them to the eAPIS website  
This option allows your to manually view the data that will be sent via either of the 2 methods.

**NOTE: You are responsible for the data that you send.**

Review the data you have entered on the Pilot, Airplane, Route and passenger screens PRIOR to Sending !

Make sure that you have selected the correct Pilot, Airplane, Route and Event in the drop downs above PRIOR to sending !

\*\*\*\* You need to send to eAPIS TWICE - Once for the OUTBOUND trip and once of the INBOUND trip \*\*\*\*

\*\*\*\* You will receive 2 Confirmation numbers - One for the OUTBOUND trip and one of the INBOUND trip \*\*\*\*

1. [US Customs Manifest Upload Out-Bound](#) 4 File the eAPIS Flight Plan Data directly to their website - Out-Bound  
[US Customs Manifest Upload In-Bound](#) 4 File the eAPIS Flight Plan Data directly to their website - In-Bound
2. [US Customs XML Out-Bound](#) 4 Save this file to your PC - Upload into eAPIS Website - Outbound Flight Plan  
[US Customs XML In- Bound](#) 4 Save this file to your PC - Upload into eAPIS Website - Inbound Flight Plan  
[Upload XML to eAPIS Website \(OUT & IN\)](#) 100% Use this link to Upload XML files into the Customs Website (you have to Login and upload each file)
3. [US Customs Manifest Certify Out-Bound](#) 4 Certify the eAPIS Data before filing your Flight Plan Out-Bound  
[US Customs Manifest Certify In-Bound](#) 4 Certify the eAPIS Data before filing your Flight Plan In-Bound

[Blank US Customs](#)  
[Partial US Customs](#)  
[Customs Decal](#)

[Blank MX Entrance](#)  
[Partial MX Entrance](#)

[Blank MX Flight Plan](#)  
[Partial MX Flight Plan](#)

[Blank MX Arrival Report](#)  
[Partial MX Arrival Report](#)  
[El Fuerte MM79 Arrival](#)

## eAPIS Confirmation History

Pilot Member: 3388 Stephen Blythe Test

[History](#)
[Customs](#)
[FP Aircraft](#)
[FP Pilot](#)
[FP PAX](#)
[FP Route](#)
[FP Manifest](#)
[FP Generate](#)
[Member Edit](#)
[Save and Exit](#)

Red \* items are Required Fields to Save a Form - All fields are required to file eAPIS flight plans

**EAPIS-1133254**

Filed for: **APGA1614** Flying: **NTEST5** on **7/25/2009** at **10:09:51 AM**

Aircraft		Pilot		Route		Event			
NTEST5 (97)		Test Middle Pilot (45)		Test Route (243)		Concert Under the Starts (216)			
Pax/Mbr	Last Name	First Name	Gender	Birth Date	Passport	Citizen	Expires	Event Due	Total Due
Pilot: <u>45</u>	Pilot	Test	M	07/08/1928	TESTPNBR1	USA	12/02/2009	0	
+PAX: <u>67</u>	Passenger	Test	M	01/01/2003	TESTPNBR3	USA	01/01/2010		
+PAX: <u>2</u>	Traveler	Happy	F	11/11/1914	TESTPNBR2	USA	12/22/2022		
+Crew: <u>68</u>	Crew	Test	F	12/20/1944	TESTPNBR4	USA	12/31/2009		

### Foreign Country Departure

Date	Time	Airport	City/St	Place
6/13/2009	10:00:00 AM	MTST	Ciudad Obregon, MEX	
Crossing:	12:00 LOCAL at KTST			

### US Customs Arrival

Date	Time	Airport	City/St	Place
6/13/2009	12:00:00 PM	KTST	Calexico, CA	The Customs Parking and FBO area

**EAPIS-1131448**

Filed for: **APGA1614** Flying: **NTEST5** on **7/24/2009** at **11:10:30 AM**

Aircraft		Pilot		Route		Event			
NTEST5 (97)		Test Middle Pilot (45)		Test Route (243)		Concert Under the Starts (216)			
Pax/Mbr	Last Name	First Name	Gender	Birth Date	Passport	Citizen	Expires	Event Due	Total Due
Pilot: <u>45</u>	Pilot	Test	M	07/08/1928	TESTPNBR1	USA	12/02/2009	0	
+PAX: <u>67</u>	Passenger	Test	M	01/01/2003	TESTPNBR3	USA	01/01/2010		
+PAX: <u>2</u>	Traveler	Happy	F	11/11/1914	TESTPNBR2	USA	12/22/2022		
+Crew: <u>68</u>	Crew	Test	F	12/20/1944	TESTPNBR4	USA	12/31/2009		

### Foreign Country Departure

Date	Time	Airport	City/St	Place
6/13/2009	10:00:00 AM	MTST	Ciudad Obregon, MEX	
Crossing:	12:00 LOCAL at KTST			

### US Customs Arrival

Date	Time	Airport	City/St	Place
6/13/2009	12:00:00 PM	KTST	Calexico, CA	The Customs Parking and FBO area

**EAPIS-1131447**

Filed for: **APGA1614** Flying: **NTEST5** on **7/24/2009** at **11:09:04 AM**

Aircraft		Pilot		Route		Event			
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# Corporate Use in Mexico

The following is an example of a Letter for use of a Airplane owned by a Corporation for use in Mexico. (Personal / Not for Profit) Letter should be printed on Letterhead and be Notarized.

To whom it may concern:

This Authorizes **STEPHEN P. BLYTHE** to fly the aircraft **N-8241K, a 1991 Bonanza F33A**, in Mexico between the Dates: 1/1/2009 and 12/31/2012 for Personal Use, Not for Profit

*Stephen P. Blythe*

Stephen P. Blythe, President  
Blytheco Inc  
23161 Mill Creek Dr., Suite 200  
Laguna Hills, CA 92653

(Notary Expire Date should be  
after the thru data on this  
document)

Phone: 949 583-9500

# Mexican Insurance

You ***must*** have an **insurance policy issued by a Mexican liability carrier** before you travel to Mexico. If you do not have such policy, you might consider using one of the following entities that have been used by our pilots successfully in the past:

First check with your insurance provider. A add-on policy is available from most insurance companies. (Mine was less than \$200/yr)

Baja Bush Pilots Insurance : <http://www.bajabushpilots.com/insurance.php>

Baja Bush Pilots Ltd. 149 W Boston, Chandler, Arizona 85225 480/730-3250 (voice) 480/730-3251 (fax)  
Jack McCormick President, Baja Bush Pilots Ltd. Mexican Surplus Line Broker License # 79736

International Gateway Insurance	MacAfee & Edwards	Aero Aviation Insurance
(800) 423-2646	(800) 334-7950	(714) 731-4271
(619) 422-2671 fax	(818) 792-7322 fax	(714) 731-3899 fax
2007: The Mexican government has made a recent change that allows US liability insurance to provide protection when in the Country of Mexico. In order for this to be accepted, the words " <b>Liability Insurance in Mexico</b> " must be stated in your policy and that the limits of coverage are covered. (we advise that US pilots continue to purchase Mexican insurance for at least one more year, primarily to insure that Mexican authorities understand that you are covered and don't face additional challenges in the case of an incident.		

**You must take a copy of your Mexican insurance policy with you to Mexico!**

# Flight Planning & Preparation

When preparing for your flight to Mexico, one of the first things you will want to obtain is the appropriate aeronautical charts.



- ✓ **WAC Charts – CH 22 & 23**
- ✓ **Jeppesen Mexico Trip Kit ( IFR)**
- ✓ **Airports of Mexico Flying Guide (\$ 69.95 – Baja Bush Pilots)**
  - ✓ This is a great guide for flying in Mexico – Photos of most landing strips, GPS coordinates, Phone Numbers etc.
- ✓ **Baja Bush Pilots Website [www.bajabush.com](http://www.bajabush.com)**
  - ✓ Lots of latest information, Gas Prices & Availability, Chat room w/ lots of Mexico experienced Pilots – We recommend you join this organization
- ✓ **Liga International [www.LigaInternational.org](http://www.LigaInternational.org), Flying Samaritans [www.flyingsamaritans.net](http://www.flyingsamaritans.net)**
  - ✓ Charity organizations with experienced pilots that fly into Mexico on a regular basis.

# Flight Planning & Preparation

You will need the **CH-22** or Baja Bush Airports Guide to determine your first point of landing in Mexico. It **MUST** be an **International Airport of Entry (AOE)**.

Below is a chart of AOE waypoints and frequencies that you may find useful in flight planning:

Airport Name	ID	Apch	Tower	VOR	ATIS	Runway	Length	Elv	GPS Locaion
Mexicali	MMML	twr	118.2	115.0	127.6	10 / 28	8530	72	N32 37.8 W115 14.5
Tijuana	MMTJ	119.5	118.1	116.5	127.9	09 / 27	9711	499	N32 32.5 W116 58.3
Ensenada	MMES	twr	119.75	400n	.	11 / 29	4892	66	N31 47.7 W116 36.1
San Felipe	MMSF	twr	118.5	.	.	13 / 31	5170	150	N30 56.0 W114 49.0
Puerto Penasco	MPPE	twr	122.8	112.1	.	11 / 21	4900	30	N31 21.0 W113 32.0
Guaymas	MMGM	twr	118.6	.	.	02 / 20	7700	89	N27 58.0 W110 55.0
Hermosillo	MMHO	121.4	118.7	112.8	127.7	05 / 23 11 / 29	7546 3609	646	N29 05.7 W111 02.8
Ciudad Obregon	MMCN	twr	118.3	115.1	127.6	13 / 31	7500	243	N27 23.6 W109 50.0
Loreto	MMLT	twr	118.4	113.2	.	16 / 34	7218	10	N25 59.4 W111 20.9

Your **First & Last** Airports of Mexico Flights **MUST** be an **International Airport of Entry (AOE)**. You will need to complete or show the **Mexico Multi-Entry, Mexico Flight Plan, Aircraft Entrance & Aircraft Arrival Reports** at each Towered Airport.

# File a USA Flight Plan

- ✓ Call Flight Service 1800WXBRIEF or **San Diego** Flight Service (**800-439-4322**) to file your **IFR or DVFR** flight plan. In Mexico 001 858 277-3493
  - ✓ We recommend that all pilots either be on an IFR flight plan in U.S. airspace or use VFR flight following. Either way, you need a flight plan to cross the border.
  - ✓ San Diego handles hundreds of these each week, and they know the procedure better than other flight service stations.
- ✓ When you complete your flight plan, tell Flight Service that you need a **“return customs notification”** for the date of your return.
  - ✓ (**ADCUS** in the remarks)
  - ✓ You must indicate the U.S. Airport of Entry to which you will be returning, generally San Diego Brown (KSDM), Calexico (KCXL) or Yuma (KYUM), and the time at which you anticipate you will return. (GA Airport w/ Customs)
  - ✓ Flight Service will then notify Customs when to expect you.
- ✓ The IFR or DVFR flight plan to Mexico can be filed up to **22 hours in advance** of border crossing (the usual flight plan limitation).
- ✓ The return IFR or DVFR flight plan from Mexico to the US can be filed **30 days in advance**.
  - ✓ The Return Flight Plan should be scheduled for the **days you expect to return**.
  - ✓ eAPIS will not allow you to file for a return date later than expected and then update that date which use to make the return into the US easier.



# Customs Phone Numbers

- ✓ [eAPIS Private Flyers Guide](#) - On our eAPIS Help Page  
Must Read PDF Document, Instructions, Ports of Entry, forms etc for crossing the border Including Phone #'s and website links
- ✓ <http://cbp.gov/xp/cgov/toolbox/ports/> List of Customs Ports
- ✓ 

Calexico CA (KCXL)	760.357.1208	Sun-Sat 0800-2000
San Diego Brown (KSDM)	619.661.3294	Mon-Fri 0800-2000 Sat-Sun 1200-2000
Palomar (KCRQ) \$50	760.431.4629	Sun-Sat 0900-1700
- ✓ 

Yuma AZ (KYUM)	928.344.9572	Mon-Fri 0800-1600
Tucson AZ (KTUS)	520.799.8348 x5	Sun-Sat 0700-2000

# Updating a eAPIS Change

- ✓ You have to provide a 1 hour notice for any Change.
- ✓ You should re-file the eAPIS documents and wait for a confirmation for any change.
- ✓ If its is only a Time Change for the **Same Day** then you can update via Flight Services.
  - ✓ Flight Services 122.6 for San Diego – As them to **ADVISE CUSTOMS**
- ✓ Verify that Customs will be staffed the Day and Time you plan to arrive.
  - ✓ Verify the procedures at your Port of entry – **Each Port is Different**
  - ✓ Call them! Ask them about time change procedures and staffing hours
- ✓ **Date and Time Changes are a Big Advantage of our Website**
  - ✓ You can make a change and re-file in 1-2 min.
  - ✓ 30-60 min process via the Official Website

# Day of Departure

The following is a Check List for the Day of Departure:

- ✓ **Passports REQUIRED for All Pilots & Passengers**
- ✓ **Multi-Entry Permit or 2 sets of Required Documents**
  - ✓ **Pilot's License & Medical Certificate**
  - ✓ **Registration & Airworthiness Certificate**
  - ✓ **Notarized letter from the registered owner**
- ✓ **Mexico Insurance policy**
- ✓ **Optional: Draft Copies or Completed Copies of MX Flight Plans etc.**
- ✓ **Cash for Fuel & Fees w/ Small Bills – Do not expect much change**
- ✓ **eAPIS filing (via our website or eAPIS Site) for Departure and Return**
- ✓ **Print out and keep with you the eAPIS confirmation # for both flights**
- ✓ **Flight Plan and Return Flight Plan Filled w/ US Flight Service**
- ✓ **WAC Charts 22/23, Mexico IFR Flight Pac and Baja Bush Airports Guide**
- ✓ **Prop Lock, Tie Downs**
- ✓ **4-6 Qrts of Oil, Basic Repair Tools.**
- ✓ **Basic Survival Gear (Water or Land)**
- ✓ **Backup Nav/Com Radio, GPS, Personal ELT etc.**
- ✓ **Hats, Sunscreen, Sunglasses, Water, Snacks, Camera, Proper Clothing**

# Flying across the ADIZ to Mexico

The following is what you can expect as you fly across the USAADIZ into Mexico:

- ✓ **Open** your Mexico IFR or DVFR **Flight Plan** on the Ground or in the Air.
- ✓ You will be provided a **Discrete Transponder Code** to Cross the ADIZ
  - ✓ If you are told to squawk 1200 before crossing the border, ask if you can keep your current code until reaching the border or call San Diego on 122.6 and request a new squawk code. If its cancelled in 10 miles of the Border its OK
  - ✓ If you land at Calexico or Imperial for fuel en route to Mexico, call San Diego FSS on the FBO phone, and they will give you a new squawk code.
- ✓ You will be Dumped by US Controllers 1-10 miles before the Border.
- ✓ As you cross the border heading south, call the nearest towered airport and report crossing the border, usually Mexicali (118.2) or Tijuana (119.5).
- ✓ Our experience with the controllers in Mexico is excellent.
  - ✓ All speak English and will have little trouble understanding you if you speak slowly and distinctly.
- ✓ When you call Mexican controllers, first state your **N number** and await a response.
- ✓ Then state your **type aircraft, departure point, destination, altitude** and **position**.
  - ✓ Expect to repeat some information.
- ✓ You will be given a squawk code and asked to report at various positions and then told when to leave frequency and the next frequency suggested.
- ✓ Mexican controllers prefer that you **speak English** unless you are 100% fluent in Spanish.
- ✓ Unless otherwise instructed, **contact Mexican Towers 50 DME out**.

# Landing at an AOE in Mexico

The flying, communication and landing is the same as it is in the USA. If you did not understand them ask them to repeat. Its the same stuff we hear back home. The following is what you can expect as you land at the first AOE in Mexico:

- ✓ When you land at most Airports in Mexico, you may be approached by a teenager in uniform with a semi-automatic weapon.
  - ✓ No alarm, this is normal; he just needs to record your information on an aircraft arrival form. Guards want to know your ;
  - ✓ **Name, Tail #, No. of Passengers, Where you came from and where you are going.**
  - ✓ You may also have to present a Pilot License & Medical, Aircraft Registration, Mexican Insurance to the Guards. However, that is usually provided to the commandant.
  - ✓ Sometimes, you may also be met by Customs at your plane for a random search. Just be pleasant and comply and treat the officials with respect.
- ✓ Ask the fuel truck folks for the amount of liters you want in each side (3.78 liters = one gallon).
  - ✓ You may have to move the plane to or from the fuel location if a fuel truck is not used.
  - ✓ I would recommend that someone stays with the plane during the fueling process to make sure the correct fuel and amount is added and the quantity is recorded.
  - ✓ The fuel at most airports is as good as it is in the US. They have filters and all the same equipment we have.
- ✓ Send your passengers off to the potty and to Immigration with their passports.
  - ✓ There they will show their passport and fill out a Customs Form (*Forma Migratoria para Turista*). Tell them to enter 180 days under “Starting from Date of Entrance” so they need to complete the form only twice per year. There is a Fee of \$15-20 per passenger.
  - ✓ No hurry here since you will be on the ground 40-60 min and as Pilot in command you will have lots to do.



# Mexico Fees Summary

**Air navigation services in Mexico are not free. The information listed below is our best understanding of the current Mexican fee structure. You can expect to pay:**

- ✓ **A US\$65 tax (N\$620) each time an aircraft crosses into Mexican airspace (an annual permit can be purchased at the AOE for the same amount).**
- ✓ **An airspace tax which is based on the wingspan (amended May 13, 2005):**
  - ✓ **Up to 10 meters (32.8 feet) and helicopters: The tax is N\$70 or about US\$6.36.**
  - ✓ **More than 10, up to 11.1 meters (36.4 feet): The tax is N\$100 or about US\$9.09.**
  - ✓ **More than 11.1 meters up to 16.7 meters (54.8 feet): The tax is N\$150 or about US\$13.64.**
- ✓ **A landing fee based on the weight of the aircraft (about US\$8 for a single, \$15 for a twin).**
- ✓ **The Gas Invoice will have a series of Taxes & Fees – These also exist in the US but are not usually broken out on our receipts.**
- ✓ **A US\$20 per person immigration fee (this can be purchased as a multiple entry and would be good for 180 days).**
- ✓ **All other fees and taxes are local. Also, pilots are reminded that the above procedures and fees are general in nature and may vary from airport to airport.**

# Mexico Paperwork for the Pilot

The first few time I flew into Mexico and went to different Airports I was unfamiliar with the expected procedures. They all seemed to work differently. But, after I learned the procedures they really are all the same. Here are the steps you can expect:

- ✓ **Commandants Office**
  - ✓ Purchase or Present Multi-Entry Permit.
  - ✓ Complete Aircraft Entrance Form
  - ✓ Complete Arrival Report
  - ✓ Complete Flight Plan ( Will be stamped at All Other offices to show you were there)
- ✓ **Customs Office**
  - ✓ Bag or Plane Search,
  - ✓ Custom Forms Completed
- ✓ **Immigration Office**
  - ✓ Immigration Form Completed & Pay Fee
  - ✓ Passport Stamp
- ✓ **Fuel Payment – Cashier**
  - ✓ Get Fuel Receipt
  - ✓ Pay for Fuel, Taxes & Landing Fees
- ✓ **Commandants Office**
  - ✓ Back to Commandants Office to Check Out and get Flight Plan & Final Paperwork.
  - ✓ Important Documents to KEEP:
    - ✓ **Aircraft Entrance; Multi Entry Permit; Receipt for Multi-Entry Permit**

# Mexico Multi-Entry Permit

Foreign pilots can now purchase their Multi-Entrance Authorization at an International Airport in Mexico (AOE). Effective Jan 1, 2005 and still based on one calendar year, the form can be completed and paid for the first time the pilot goes into Mexico each year.

You will no longer need to apply through Mexico City and wait for 4-6 weeks to receive this Authorization. There is no longer a reason for a General Declaration as all entrances to Mexico will be Multi-Entrance.

**You will need 2 copies of the following documents & \$ 50 to obtain a Multi-Entry Permit**



- ✓ **Pilot's License & Medical Certificate**
- ✓ **Registration & Airworthiness Certificate**
- ✓ **Notarized letter from the registered owner** giving you permission to take the plane into Mexico if you are not the person shown on the registration. Also needed if owned by a Corporation or LLC.
- ✓ **Mexico Insurance policy**

# Mexico Flight Forms

After your first trip, you may choose to complete yourself the forms that the airport officials at your Airport of Entry will otherwise complete on your behalf. As the forms are in Spanish, we recommend that you have another pilot assist you in completing the forms the first time or use our examples as a guide. Having the forms completed in advance will expedite your handling at most MX Airports, which often can be a lengthy process. However, Some airports will not take completed forms – Why ? I do not know?

- ✓ **Flight Plan (*Plan de Vuelo*)**
  - ✓ (3 copies) – At each AOE
- ✓ **Aircraft Entrance (*Internacion de Aeronaves*)**
  - ✓ (4 copies) At First AOE
- ✓ **Insurance Certificate**
- ✓ **Arrival Report (*Reporta de Llegada en Vuelo de Ruta*)**
  - ✓ (2 copies) At First AOE
- ✓ **Mexico Multi-Entry Permit and proof of payment of entry fee** if you have entered earlier in the calendar year.
  - ✓ **KEEP the Receipt with the Permit**

# Flight Plan (Plan de Vuelo)

 	
PLAN DE VUELO FLIGHT PLAN	
SERVICIOS A LA NAVEGACION EN EL ESPACIO AEREO MEXICANO Boulevard Puerto Aereo 485 Tel. 726-10-12 México, D.F. C.P. 06920	
FECHA: 30.12.2006	
<b>PRIORIDAD</b> Priority << ≡ FF →	<b>DESTINATARIO (S)</b> Addressee (s) _____
<b>DIA HORA DE DEPÓSITO</b> Day Filing Time _____	<b>REMITENTE</b> Originator _____
<b>IDENTIFICACION EXACTA DEL (DE LOS) DESTINATARIO (S) Y/O DEL REMITENTE</b> Specific identification of addressee (s) and/or originator _____	
<b>3 TIPO DE MENSAJE</b> Message type << ≡ (FPL	<b>7 IDENTIFICACION AERONAVE</b> Aircraft identification N.8.2.4.1.K.
<b>9 NUMERO</b> Number _____	<b>8 REGLAS DE VUELO</b> Flight rules V
<b>13 AERODROMO DE SALIDA</b> Departure aerodrome MMCN	<b>10 EQUIPO</b> Equipment STD-GPS/C
<b>15 VELOCIDAD DE CRUCERO</b> Cruising Speed 0.0.1.6.0	<b>CAT DE ESTELA TURBULENTO</b> Wake turbulence cat L
<b>NIVEL</b> Level 0.0.8.5	<b>TIPO DE VUELO</b> Type of flight G
<b>MMCN → KCXL</b>	
<b>16 AERODROMO DE DESTINO</b> Destination aerodrome KCXL	<b>EET TOTAL</b> Total EET 0.2.5.0
<b>18 INFORMACION ADICIONAL</b> Other information _____	<b>AERODROMO ALT.</b> Alt. aerodrome _____
<b>PAX = 03 ; Pilots = 1</b>	
<b>INFORMACION SUPLEMENTARIA (EN LOS MENSAJES FPL NO HAY QUE TRANSMITIR ESTOS DATOS)</b> Supplementary information (not to be transmitted in FPL messages)	
<b>19 AUTONOMIA</b> Endurance E/ 0.6.3.0	<b>PERSONAS A BORDO</b> Persons on board P/ 0.0.4
<b>EQUIPO DE SUPERVIVENCIA</b> Survival equipment S / P	<b>CHALECOS/Jackets</b> J / L
<b>BOTES NEUMATICOS/Dinghies</b> Number Capacity Cover Color D / C	<b>EQUIPO RADIO DE EMERGENCIA</b> Emergency radio equipment R / U V E
<b>COLOR Y MARCAS DE LA AERONAVE</b> Aircraft colour and markings A/ Blanco (White) Azul (Blue) Rojo (Red) Amarillo (Yellow)	
<b>OBSERVACIONES</b> Remarks N/ Stephen Smith - Prop. Pilot	
<b>PILOTO AL MANDO</b> Pilot in command C/ Stephen Smith, LIC # 999-99-9999	<b>DOMICILIO</b> Address Laguna Hills CA USA
<b>ELABORADO POR/ Filed by</b> _____	
<b>DESPATCHADOR/Dispatcher</b> FIRMA/Signature No. LIC/Lic. Nbr	<b>COMANDANCIA DEL APTO.</b> Airport Authorities
<b>ESPACIO RESERVADO PARA REQUISITOS ADICIONALES</b> Space reserved for additional requirements	



# Flight Plan (*Plan de Vuelo*)

Lugar	— indicate the place you are taking off from (three-letter identifier)
Fecha	— indicate the current date
Block A	— check VFR or IFR
Block B	— state your aircraft type
Block C	— state your tail number (N number)
Block D	— state your call sign if it is different from your tail number
Block E	— state the three-letter identifier or where you plan to land
Block F	— state your proposed takeoff time (in Zulu)
Block G	— list your cruising altitude or flight level and then put in the route of flight
Block H	— state your planned flight time
Block I	— state your cruising airspeed
Block J	— state the three-letter identifier for your alternate
Block K	— state VHF
Block L	— state the total time you can fly with the fuel load on board
Block M	— state the pilot's and copilot's last name
Block N	— state your FAA certificate number
Block O	— state your address
Block P	— state the basic color of your aircraft
Block Q	— state the total number of passengers and crew
Observaciones	— list the passengers' names

Sign the form in the lower left (Pilot's Signature).

## T.G.N.

# Aircraft Entrance (*Internación de Aeronaves*)

Aeropuerto en	— indicate where you just landed (the three letter identifier is okay)
Avion	— state your tail number (N number)
Tipo	— state your aircraft type
Matricula	— state you tail number again
Piloto	— state your last name
Lic. nurn	— state your FAA certificate number
Clase de Vuelo	— indicate IFR or VFR, as applicable
Procedencia	— provide the three letter identifier of where you came from
Hora	— note your takeoff time (in Zulu)
Pasajeros	— list the names of your passengers
Observaciones	— leave blank

Date the form and sign it.

# Arrival Report (*Reporta de Llegada en Vuelo de Ruta*)



2 Copies Each

REPORTE DE LLEGADA EN VUELO DE RUTA

FECHA: / / 2006

AEROPUERTO EN MMCN

AVION Beech Bonanza TIPO 1991 F33A MATRICULA N8241K  
PILOTO Stephen P. Blythe LIC. NUM. 2810768 COPILOTO \_\_\_\_\_ LIC. NUM. 2810768  
CLASE DE VUELO VFR PROCEDENCIA \_\_\_\_\_ HORA \_\_\_\_\_  
PASAJEROS 2 Pilots OBSERVACIONES Home base KSNA  
PAX Mismo  
\_\_\_\_\_  
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EL PILOTO

*Stephen P. Blythe*

DESPACHADOR

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# Mexico After the AOE

Check Fuel, Get back in the Plane and contact the Tower (same as in the US) Take off to your next airport. They will expect you to report heading, Altitude and distance from the airport ( Usually 5, 10 & 30 Miles out. If you did not file a flight plan or the commandant did not send it to the tower, you may be asked to return to the commandants office.

- ✓ **Guard your Aircraft Entrance (Internacion de Aeronaves) with your life.**
  - ✓ You must show this document every time you land at another airport in Mexico and surrender it at the last airport when leaving Mexico. This is an Important Document. **Do Not Lose It.**
- ✓ If you travel to other airports in Mexico the airport officials will meet your plane and ask for your name and pilot's license number, and may ask to see a copy of your Aircraft Entrance Document and the flight plan from your AOE or last airport.
- ✓ The only difference at from the AOE airport (First Landing) and your second stop will be less entrance paperwork and less of a chance for a customs inspection. You will still need to complete a Flight Plan, Pay Landing fees, Parking Fees, Departure Fees etc.
- ✓ **Non Towered airports do not require Flight Plans and have much fewer fees, if any.**



# Mexico Paperwork for the Pilot

The first few time I flew into Mexico and went to different Airports I was unfamiliar with the expected procedures. They all seemed to work differently. But, after I learned the procedures they really are all the same. Here are the steps you can expect:

- ✓ **Commandants Office**
  - ✓ Purchase or Present Multi-Entry Permit.
  - ✓ Complete Aircraft Entrance Form
  - ✓ Complete Arrival Report
  - ✓ Complete Flight Plan ( Will be stamped at All Other offices to show you were there)
- ✓ **Customs Office**
  - ✓ Bag or Plane Search,
  - ✓ Custom Forms Completed
- ✓ **Immigration Office**
  - ✓ Immigration Form Completed & Pay Fee
  - ✓ Passport Stamp
- ✓ **Fuel Payment – Cashier**
  - ✓ Get Fuel Receipt
  - ✓ Pay for Fuel, Taxes & Landing Fees
- ✓ **Commandants Office**
  - ✓ Back to Commandants Office to Check Out and get Flight Plan & Final Paperwork.
  - ✓ Important Documents to KEEP:
    - ✓ **Aircraft Entrance; Multi Entry Permit; Receipt for Multi-Entry Permit**

# Common Operational Questions

- ✓ **Can you file a Mexican flight plan over the telephone?**
  - ✓ **NO.** You must file a flight plan in writing for approval of every flight-both VFR and IFR, and they must be opened and closed in person.
- ✓ **Can I use any AOE for entry into Mexico?**
  - ✓ **NO.** General aviation aircraft must enter and exit through designated Airports of Entry in Mexico.
- ✓ **What can I do if I cannot establish communications with ATC over water?**
  - ✓ If you are having difficulty establishing communications, often overflying airline traffic will be willing to relay messages to ATC. This is especially helpful with regard to position reports over Gulf coastal areas. Also plan your flight at higher altitudes for improved radio communications.
- ✓ **Should I speak Spanish over the radio?**
  - ✓ Do not speak Spanish over the radio unless your Spanish is excellent. English is the official operational language.
- ✓ **How can I reduce the chance of being charged for overtime services?**
  - ✓ Plan your flights to arrive and depart at both U.S. and Mexican Immigration/Customs office only during normal working hours. It would also be wise to plan your flight in the morning to avoid siesta time. A list of Mexican holidays is listed in the appendix.
- ✓ **Should I keep my flight plans?**
  - ✓ **YES.** Retain your copies of all documents (flight plans and Mexican forms and receipts) for future reference, because they will be required by the Mexican officials.
- ✓ **Should I tip Mexican officials?**
  - ✓ Generally, it is not necessary to tip Mexican Customs and Immigration officials; however, moderate tipping to the fuel-pump attendants is common.
- ✓ **Can I use my portable cellular telephone while in flight?**
  - ✓ **NO.** The FCC has specific rules against the use of cellular phones in aircraft while in flight. Also, cellular phones may be considered portable electronic devices. Refer to FAR 91.21.
- ✓ **Can I depart a controlled field if the weather looks better than forecast?**
  - ✓ The commandant at the airport has the authority to prevent a pilot to take off if he deems it is unsafe. Do not argue because he legally has this authority.
- ✓ **Can I drop off friends in Mexico and come back and pick them up later?**
  - ✓ **YES.** Recent changes in Mexico's regulations have eliminated previous restrictions.

# Be a Traveler NOT a Tourist

Enjoy Mexico – The further South you go the better the country, culture and the people.

**Slow Down, Relax, Treat them with Respect, Enjoy the Experience  
The nicer you are the better there English is !!**

I joke that I have traveled all over Mexico and Central America and only know 10 Spanish words. Today, I know about 20 and can sometimes put 2-3 of them together. I have never had any communication problems that I would not have had in the USA. Its amazing what some hand gestures and a smile can do for communication.

As Jack of the Baja Bush Pilots says – “**Be a Traveler not a Tourist**” – Go with the Flow  
If you lower your expectations they will be met or exceeded.

## VFR vs IFR in Mexico

**No VFR Flights at NIGHT – IFR ONLY**

**IFR is not like in the USA – Do not expect much help.**

**Radar is HIGH 15k+ and spotty.**

**TCAS is a Nice feature to have. – Keep your Transponder ON**

**Flying in Mexico is Back to the Basics – Enjoy it.**

# Getting Back into the USA

## Now for the HARD Stuff. - Getting Back into the USA.

- ✓ **Land at a Mexico AOE before Departure** (whether or not you need fuel).
  - ✓ **Commandants Office**
    - ✓ There, you will be asked to surrender your Aircraft Entrance document, and
    - ✓ You will file an International Flight Plan to your U.S. Airport of Entry.
- ✓ eAPIS must be updated with the Customs office for the US AOE. If it's a time change it can be done via Phone or if it's a full time office via Flight Service. **The procedure is different per Office, Call to Check.**
- ✓ You **MUST Re-file your eAPIS documents** if it is a **different day** than the original filing date.
- ✓ Upon departing Mexico you need to depart from a Mexican Airport of Entry En route, if it appears that your time of arrival at your U.S. Airport of Entry is going to differ from the time that you filed with **San Diego FSS, call San Diego Radio on 122.6** and tell them you need to **"update your border crossing flight plan ETA"**. You can call them from Mexico via Phone 001 858 277-3493 or in the US at 800 439-4322.
- ✓ You can usually reach San Diego just north of Puerto Penasco VOR or San Felipe. You can then be up to 15 minutes late at your airport of arrival for your updated arrival time, but not early. Plan accordingly.
- ✓ Make sure you Filed your Return Flight Plan when you left the US. I recommend that It should be scheduled for 1 week later than you expect to return. This will give you flexibility on your return and make the return into the US easier. This just makes it easier but is not required. 30 vs 60 Min
- ✓ **You must be on a discrete transponder code when crossing the border either northbound or southbound.** The southbound requirement is a new Homeland Security Office requirement implemented by Customs. Call San Diego on 122.6 and open your flight plan and request a squawk code.

# USA Customs

You will Now cross the Boarder with a Discreet Transponder Code. You need to arrive at the Customs Airport within 15 min of your scheduled ETA. Not Before only after. Circle the airport if you are early.

- ✓ **The fine is \$5000 for failure to notify US Customs at least 1 hour prior to your arrival.**
  - ✓ Trust me it sounds a lot worse than it is.
  - ✓ The key to this is to File your Flight plan to get back into the US when you leave the US. This allows you to only provide a 1/2 hr notice.
  - ✓ Easily done on SD Radio 122.6 30-60 min south of the US Border.
  - ✓ The ADCUS in the flight plan is the request for them to call Customs for you.
  - ✓ Worst case is you just slow down or burn ½ hr fuel over Mexico.
  - ✓ At 6-10,000ft you can reach SD Radio 35-45 min out.
  - ✓ Once I came into Brown Field early (the rare chance I had a Tail wind) there was no Customs on site. So I just did 3 Touch & Goes w/ the tower then landed at my assigned time.
  - ✓ Calexico is much more flexible since Customs is onsite at that field. I have landed 15 mins after contacting ATC w/ no issues.
  - ✓ The key is a Customs agent has to be present when you land and **stay w/ your plane until they clear you.**
  - ✓ Don't even let your passengers do a potty stop unless customs clears them.
- ✓ **Upon landing at your U.S. Airport of Entry, you will be directed to the appropriate position for Customs.**
  - ✓ Stay with your aircraft, and have all of your passengers stay there, until a customs officer comes to see you.
  - ✓ You will have to either present or purchase a **U.S. Customs Sticker** (\$25 per year).
  - ✓ You will also be asked to present your ORIGINAL **passport, visa and/or Green card, pilot's license, medical certificate, aircraft registration, and airworthiness certificate.**
  - ✓ You and your passengers will also be asked for **passports** and other identification.
  - ✓ It is very useful if you have your **Customs Form** completed in advance. This will expedite your processing.
- ✓ **Close your International Flight Plan**
- ✓ **Take off and Head home w/ lots of Good Memories**



# USA Customs Do's & Don'ts

- ✓ **DO know Customs and eAPIS rules.** There is lots of help on our website
- ✓ **DO** notify Customs in advance by telephone for eAPIS or Time changes.
- ✓ **DO** get Local Customs information from Local Customs officials.
- ✓ **DO** be on time.
- ✓ **DO** request the Customs officer's badge number if there is an issue.
- ✓ **DO** declare every article acquired abroad and accompanying you, including gifts.
- ✓ **DO** keep a record of all acquired items; save sales invoices.
- ✓ **DO** pack your purchases and gifts in one piece of luggage or a box.
- ✓ **DO** have all your baggage ready for inspection.
- ✓ **DO** know your state and federal liquor restrictions.
- ✓ **DO** understand that every country insists upon a Customs examination for returning residents.
- ✓ **DO** be patient.
- ✓ **DON'T** exceed your Customs exemption without expecting to pay duty.
- ✓ **DON'T** forget that your purchases sent home are subject to duty.
- ✓ **DON'T** be surprised if Customs opens your baggage
- ✓ **DON'T** forget that all accompanying foreign purchases must be declared, even those you wore or used.
- ✓ **DON'T** accept the offer of a "false" sales invoice. This could result in seizure or penalties.
- ✓ **DON'T** rely on the "experienced" traveler or foreign seller for Customs information.
- ✓ **DON'T** bring back fruits, plants, vegetables, or meat without permits from the U.S. Department of Agriculture.
- ✓ **DON'T** be late.
- ✓ **DON'T** exit your aircraft or the Blue Box until you are authorized by Customs.

# USA Customs - What's NEW

- U.S. Customs and Border Protection (CBP) is proposing a series of changes that will make it a lot harder for general aviation pilots to fly to and from international destinations, particularly popular landing facilities off the beaten track in Canada, Mexico and the Caribbean. Welcome to eAPIS!
- CBP eAPIS requires pilots to submit arrival/departure notification and passenger lists (manifest) *over the Internet* before leaving or returning to the United States. 1 hr notice required both ways.
- CBP has mandated the use of its electronic Advance Passenger Information System (eAPIS)—similar to what's already used by charter companies—to screen general aviation passengers against terrorist watch lists.
- Under CBP's rules, you'd log onto a Web site at least one hour before departing to fly across the U.S. border, provide information about you, your aircraft and your passengers', and then get an approval to fly.
- On the return flights, CRQ can be used as an American AOE with prior approval and for a fee (\$50.00 per use

# Why Fly to Mexico



# Questions & Answers

**Enjoy Mexico – The further South you go the better the county, culture and the people.**

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Send me an Email with your Contact Information and I will send you a copy of this PPT, A more Detailed Word Version and the AOPA Website information on Mexico in a Word Format.