



## CUSTOMS / IMMIGRATION INFORMATION



### DEPARTURE TO BAHAMAS

1. Verify requirement for Raft
2. Verify Acft Permanent Registration.
3. Verify Current Customs Sticker.
4. Verify all Pax have Passport on them (not in luggage).
5. As requested by MYNN (Nassau) Customs, an arriving aircraft must have four GEN DEC form completed upon arrival.
6. If available, have Bahamas Customs Form filled out prior to arrival.
7. During Descent: Contact Customs (242) 377-7027 and advise of ETA. If unable contact Odyssey (130.90) and request they advise Customs.

### ARRIVAL IN BAHAMAS

- Clear Customs.
- Nassau Arrival Report
- GenDec
- Bahamas Immigration Form

\* Part 135 Entry to the U.S. Requires Stamped GEN DEC Form from Bahamas Customs.

### ISLAND TO ISLAND

1. Get Transire and get it stamped by Customs prior to departure.

### BAHAMAS TO U.S.

1. Turn In Bahamas Immigration Form (*Issued if Stayed Overnight*)
2. Turn in Outbound Gen Dec. (*Part 135 Commercial Flight*)
3. Customs Form 5129 Crew Member's Declaration (Each Crewmember)
4. Verify all Pax have Passport On Them (not in their suitcase).
5. Issue Blue Declaration Card to each U.S. person/family
6. Issue Visa or Visa Waiver Cards to Non U.S. Citizens

Arrive on time or update ETA.

Have required Forms for Part 135 or Part 91/91k.

**Part 91 / 91K (Private)**

- Customs Form 5129 Crewmember Declaration (Each Crewmember)
- CBP Form 6059B  
U.S. Customs and Border Protection  
Customs Declaration  
(Blue Card – U.S. / Canadian Passengers/Family)
- I-94 Arrival/Departure Record – Non U.S. Citizens (White Form)
- I-94W Nonimmigrant Visa Waiver Arrival/Departure (Green Form)
- User Fee Customs Decal (On Cabin Door)

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**Part 135 (Commercial)**

- Customs Form 5129  
Crew Member's Declaration (Each Crewmember)
- Customs Form 7507  
General Declaration
- Form I-92  
Aircraft / Vessel Report  
(\* normally only if passengers on board when entering the U.S.)
- CBP Form 6059B  
U.S. Customs and Border Protection  
Customs Declaration  
(Blue Card – U.S. / Canadian Passengers/Family)
- I-94 Arrival/Departure Record – Non U.S. Citizens (White Form)
- I-94W Nonimmigrant Visa Waiver Arrival/Departure (Green Form)
- User Fee Customs Decal (On Cabin Door)

## **DEPARTURE TO CANADA**

### **Prior to Departing U.S.**

1. (888) 226-7277 CANPASS Provide Information Pertaining to Crew/Pax: DOB, Citizenship
2. ETA +/- 15 minutes  
If early/late, advise Ops of new ETA, advise to call CANPASS with new ETA.
3. Point of Departure.
4. Destination.
5. FBO @ Destination.
6. Permanent Acft Reg.
7. Current Customs Sticker.

### **Upon arrival in Canada:**

Call CANPASS. Usually the FBO will have a phone available to call. You can use any pay phone and dial (888) CANPASS

Give CANPASS the Customs Inspectors' Badge Number, you will then get a Customs Registration Number. Write this down and pass it along to the EJA flight manager when you check in.

\*Ensure you call CANPASS at least 2 Hours prior to arriving, and immediately upon arriving in Canada.

### **Canada to US**

1. Verify all Pax have Passport On Them (not in their suitcase).
2. Issue Blue Declaration Card to each U.S. person/family
3. Customs Form 5129 Crew Member's Declaration (Each Crewmember)
4. Issue Visa or Visa Waiver Cards to Non U.S. Citizens
5. Arrive on time or update ETA.
6. Have required Forms for Part 135 or Part 91/91k.

- Customs Form 5129 Crewmember Declaration (Each Crewmember)
- CBP Form 6059B U.S. Customs and Border Protection Customs Declaration  
Blue Card – U.S. / Canadian Passengers/Family
- I-94 Arrival/Departure Record – Non U.S. Citizens (White Form)
- I-94W Nonimmigrant Visa Waiver Arrival/Departure (Green Form)
- User Fee Customs Decal (On Cabin Door)

### **Part 135**

- Customs Form 5129 Crew Member's Declaration (Each Crewmember)
- Customs Form 7507  
General Declaration
- Form I-92  
Aircraft / Vessel Report  
(\* normally only if passengers on board when entering the U.S.)
- CBP Form 6059B  
U.S. Customs and Border Protection Customs Declaration  
(Blue Card – U.S. / Canadian Passengers/Family)
- I-94 Arrival/Departure Record – Non U.S. Citizens (White Form)
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## **CANADA CUSTOMS**

a. CANPASS is a customs procedure by which persons arriving via a Part 91 or 135 flight into Canada may possibly eliminate the need to be met by a customs officer.

Although a crewmember may have arranged customs through CANPASS, Canadian Customs retains the right to have an officer present at the arrival of an aircraft.

b. Predominantly, if a Canadian airport has customs available, it will also have CANPASS available. CANPASS can only be used for flights operating into Canada with a total of 15 crew and passengers or less. For all flights with more than 15 people on board, arrangements must be made directly with the destination airport.

c. Prior to conducting a flight from any country into Canada, the PIC is responsible for calling Canadian Customs (CANPASS 1-888-226-7277) no earlier than 48hrs and no later than 2 hrs prior to the aircraft's arrival.

d. The Jeppesen Customs Desk will provide a faxed document to CANPASS detailing all flight information no earlier than 6 hours prior to arrival and no later than 2.5 hours prior to arrival into Canada. Additionally, the crew will be provided the same document at the departure FBO prior to their Canadian arrival. For short flights (less than 2 hours before the arrival into Canada), Jeppesen will fax the document to the crews at the arrival FBO of the previous leg. In cases where the first leg of the duty day is a Canadian trip, the CANPASS form will then be faxed to the crew at the departure FBO, unless the flight time is shorter than 2 hours. In those cases, the form will be faxed to the crew at the hotel. In addition, ASAP flights will be handled on a case by case basis in communication with the crew as to where they would like the form sent. For each fax sent to the crew, the Jeppesen Customs Desk staff will send an email to the Captain's blackberry and AFIS the aircraft to alert them where the fax is waiting for them.

e. For last minute changes to the passenger manifest, the crew will be responsible for verbally updating CANPASS with the additional information.

f. If met by a Canadian Customs officer upon landing, a call to CANPASS must still be placed to ensure that the authorities have been notified of your arrival in a timely manner.

g. In the event that CANPASS has been notified of an impending arrival and subsequently there is a tail number change or the flight is cancelled, the PIC must ensure that CANPASS is advised of the change.

## **I-94W PROGRAM**

The I-94 Visa Waiver Program (VWP) enables citizens of participating countries to travel to the U.S. for tourism or business **for 90 days or less** without obtaining a U.S. Visa. The VWP is administered by the Attorney General in consultation with the Secretary of State..

### ***What is the Visa Waiver Pilot Program?***

. The Visa Waiver Program allows companies and citizens of participating countries to travel to the U.S. for tourism or business **for 90 days or less** without obtaining a U.S. visa.

### ***When was the Visa Waiver Program implemented?***

. The Visa Waiver Program was created by an act of Congress as a pilot program in 1986 and implemented in 1988. Congress passed legislation to make the program permanent in October 2000, and the President signed the legislation on October 30, 2000.

### ***What countries currently are participating in this program?***

. There are 28 countries participating in the VWP: Andorra, Austria, Australia, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, the United Kingdom and Uruguay.

### ***What islands are included within the meaning of "Adjacent Islands"?***

•The term "adjacent islands" is defined in the VWP to include: Anguilla, Antigua, Aruba, Bahamas, Barbados, Barbuda, Bermuda, Bonaire, British Virgin Islands, Cayman Islands, Cuba, Curacao, Dominica, the Dominican Republic, Grenada, Guadeloupe, Haiti, Jamaica, Marie-Galante, Martinique, Miquelon, Montserrat, Saba, Saint-Barthelemy, Saint Christopher, Saint Eustatius, Saint Kitts-Nevis, Saint Lucia, Saint Maarten, Saint Martin, Saint Pierre, Saint Vincent and Grenadines, Trinidad and Tobago, Turks and Caicos Islands, and other British, French and Netherlands territory or possessions bordering on the Caribbean Sea.

### ***How long may travelers (each person) stay in the U.S. on the VWP?***

. Visitors applying for entry under this program are allowed to remain in the U.S. for 90 days. No extensions of stay can be granted without extreme extenuating circumstances. If extensions are requested, the extension 'must' be requested with Immigration and Naturalization Service. The VWP traveler(s) cannot change their status.

### ***What happens to a visitor if, for some reason, an emergency prevents them from departing the U.S. within his/her period of authorized stay?***

. If an emergency prevents a person from leaving, the district director having jurisdiction over the place of the alien's temporary stay may grant a period of satisfactory departure, not to exceed 30 days.

### ***Who administers the VWP?***

. The Attorney General in consultation with the Secretary of State administers the VWP.

### ***Can an alien leave the U.S. and be readmitted on the same Visa Waiver?***

. An alien admitted to the United States under this part may be readmitted, after a departure to foreign contiguous territory or adjacent island, for the balance of his or her original Visa Waiver Pilot Program admission period.

**How do passengers or crewmembers arriving into the U.S. from one of the participating countries obtain a Visa Waiver?**

They must have a valid passport issued by the participating country and be a citizen (not merely a resident) of that country. As of October 1, 2007, the passport at the U.S. port of entry must be a machine-readable passport.

If entering by air, have a round-trip commercial airline transportation ticket or an Itinerary issued on a carrier that has signed an agreement with the U.S. government to participate in the VWP, and arrive in the United States aboard such a carrier.

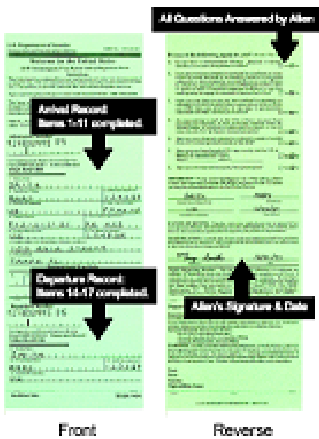
Have proof of financial solvency and hold a completed and signed VWP arrival/departure record (I-94W), on which he/she has waived the right to a hearing of exclusion or deportation.

**What is an I-94W form?**

. The I-94W form is an arrival/departure form that must be completed by any passenger(s), not holding a U.S. Visa, or crewmember arriving from a United States signatory to the I-94 Visa Waiver Program. Canadian and U.S. citizens are excluded. These forms must be filled out prior to arrival the U.S. The top portion of the form will be submitted to the inspector on arrival and the bottom portion of the form will be given to the inspector on departure from the U.S.

**What happens if a departing passenger has lost or misplaced his departure record? (I-94W)**

. The departure carrier must create a replacement departure record. He accomplishes this by taking a blank form and crossing through the 11-digit number in the upper left corner of the form, writing "Original Lost" in the upper right corner of the form (where the INS admission stamp would normally appear) and completing the remainder of the form.

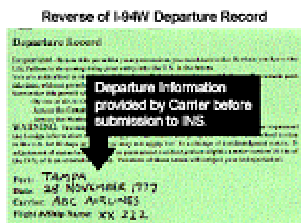


**I-94W: The "Green Form"**

The green I-94W should be used only by carriers who are signatory to the Visa Waiver Program (VWP). A nonimmigrant alien passenger must have a valid passport, be eligible by nationality for the VWP, and be coming to the United States for less than 90 days. The arrival carrier must ensure that Items 1 through 11 on the Arrival Record (upper portion) and Items 14 through 17 on the Departure Record (lower portion) are completed IN CAPITAL LETTERS, as shown in the example on the far left. The carrier must also ensure that the passenger has answered all questions and signed the appropriate blank on the reverse of the arrival record, as shown in the example on the near left. In the course of inspecting the passenger, an immigration officer will place an admission stamp in the upper right corner of the arrival record and another in the upper right corner of the departure record. The officer will retain the arrival record and return the departure record to the passenger.

The passenger must keep the departure record until he or she is departing the United States. The carrier responsible for the passenger's departure must have this document in order to process any VWP visitor for departure from the United States. After the alien has departed, the carrier must:

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Record the actual departure information (port, date, carrier, flight number/vessel name) on the reverse of the form, and submit the form to INS at the port of departure within 48 hours of the passenger's departure. If a Departing Passenger Has Lost or Misplaced His Departure Record:

If a nonimmigrant visa holder is checking in for departure from the United States and is not in possession of his I-94W Departure Record, the departure carrier must create a replacement Departure Record. To do so, the carrier must simply

- a) take a blank I-94W Departure Record;
- b) cross through the 11-digit number in the upper left corner of the form;
- c) write "ORIGINAL LOST" in the upper right corner of the form (where the INS admission stamp would normally appear); and d) complete the remainder of the form.

## **I-94W VISA WAIVER RESPONSIBILITIES**

### **THE PRIMARY USE OF THE I-94 VISA WAIVER PROGRAM:**

- Passengers traveling as a tourist.
- Passenger traveling conducting business.

### **NOT-ELIGIBLE TO USE THE I-94 VISA WAIVER PROGRAM:**

- Passenger arriving the United States in which a WORK VISA is required.
- Passenger arriving the United States in which a STUDENT VISA is required.

### **OWNER SERVICES RESPONSIBILITIES:**

1. Confirm with the owner or the owner assistant if the passenger(s) are traveling with the proper visa to enter the United States.
2. Enter the visa information into the pax personal data in IntelliJet II.
3. If the passenger(s) "are not" holding a current U.S. visa the following steps **MUST** be followed. Passenger(s) must prove their citizenship w/passport (not merely a resident) of a signatory country prior to using the I-94W form. See list of Signatory countries:

### **SIGNATORY COUNTRIES:**

**Currently there are 28 participating countries in the VWP: Andorra, Austria, Australia, Belgium, Brunei, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Monaco, The Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, Slovenia, Spain, Sweden, Switzerland, Uruguay and the United Kingdom\*. \*For citizens with the unrestricted right of permanent abode in England, Scotland, Wales, Northern Ireland, the Channel Islands, and the Isle of Man.**

### **To Qualify to Use the VWP Passengers Must:**

- Intend to enter the U.S. **for 90 days or less;**
  - Have a passport lawfully issued by a VWP country that is valid for six months beyond their intended visit;
  - Be a national of the VWP country that issued their passport;
  - Have a return trip ticket or Netjets confirmed itinerary in their possession to any foreign destination other than a territory bordering on the United States or an adjacent island unless they are a resident of an adjacent island or bordering country.
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- Present to the Immigration Inspector a completed and signed Form I-94W, Nonimmigrant Visa Waiver Arrival/Departure Form. (Available from the crew.)

## **CREW MEMBERS RESPONSIBILITIES:**

1. Question the passenger(s) and confirm proof of possession of a United States Visa.
2. Confirm the passenger(s) United States Visa is valid to enter.
3. If the United States Visa “is not” valid does the passenger(s) meet the requirements of the I-94 Visa Waiver Agreement to enter the United States.
4. Confirming the passenger(s) meet the requirements of the I-94 Visa Waiver program can the passenger(s) show proof of the following steps:
  - Intend to enter the U.S. for 90 days or less;
  - Have a passport lawfully issued to them by a VWP country that is valid for six months beyond their intended visit;
  - Be a national of the VWP country that issued their passport;
  - Have a return trip ticket or Netjets confirmed itinerary in their possession to any foreign destination other than a territory bordering on the United States or an adjacent island (unless) they are a resident of an adjacent island or a bordering country.
  - Present to the Immigration Inspector a completed and signed Form I-94W, Nonimmigrant Visa Waiver Arrival/Departure Form. (Available from the crew.)
5. It is important the passengers complete the I94W prior to U.S. arrival if possible. Immigration advised a fine can be assessed if a completed card is not presented on arrival, but this regulation is not currently being enforced.
6. Collect the I-94W from the passenger(s) when the passenger(s) are departing the United States for the final time. Surrendered I-94W must be returned by crew to Customs.

## **CHILDREN TRAVELING INTERNATIONALLY**

The following documentation should be carried when children are traveling internationally with one parent or no parents. These procedures should be followed regardless of nationality.

- A (*notarized if possible*) letter authorizing the travel signed by the absent parent (or both parents if the child is traveling with someone other than parents).

*Some countries may accept a court order granting custody or a certified death certificate if the other parent is deceased. Some countries may require translation in their official language and be authenticated by their foreign embassy prior to the trip.*

- Contact number for each parent who is not traveling with the child. The child’s passport or an original, or certified copy of the child’s birth certificate and a government identification card that includes a photo. (State motor vehicle offices may be able to provide.)  
*Other identity verification as required by an individual country.*

## PETS

When owners are traveling with pets, most countries require the following documentation upon arrival into the country:

- a. Statement of Good Health - Provided by a licensed veterinarian.
- b. Current Rabies Vaccination – Valid for at least 90 days remaining

## What documents, identification, paperwork does a U.S. citizen (adult and child) need to re-enter the U.S.?

### Question

What documents, identification, paperwork does a U.S. citizen need to re-enter the U.S.?

### Answer

A U.S. citizen should have either a valid U.S. passport OR a certified copy of their birth certificate or baptismal record with current photo identification issued by a government agency (state I.D. card, driver's license, military I.D.). (Minors under the age of 14 are not required to show a government-issued ID, State Departments of Motor Vehicles will usually provide a non-drivers license for people 14 and older.)

If traveling from outside the Western Hemisphere (the Western Hemisphere is North, Central, and South America), a U.S. citizen MUST present a passport.

U.S. citizens returning from an adjacent country (Mexico, Canada), U.S. territory (U.S. Virgin Islands), Caribbean island (excluding Cuba), or Central and South America may use a certified copy of their birth certificate. See 22 CFR 53.2. Due to heightened security it is strongly recommended that US citizens also present their passports even when returning from travel only to Canada or Mexico. (Some airlines require a passport even for travel to another country in the Western Hemisphere and will not let you board without it. Call to make sure you know their requirements.)

If a U.S. citizen does not have a passport or a certified copy of a birth certificate, the following may be accepted as proof of citizenship,

- A U.S. state or federal government-issued birth record (note: hospital-issued birth certificates are not acceptable) or baptismal record,

- Certificate of Citizenship, or Certificate of Naturalization [note: notarized photocopies or notarized fax copies of such certificates are acceptable, but affidavits of citizenship and voter registrations are not).

If you do not have a certified copy of your birth certificate, one can be requested from the [Vital Records office](#) in the State where you were born.

Neither of the above are acceptable unless accompanied by a government issued ID. Laminated Birth Certificates are not acceptable because it makes it impossible to determine if the seal is raised (an attribute of a certified copy).

If you travel to the Western Hemisphere without any of the above documents, be prepared for long delays while CBP inspectors attempt to verify your citizenship.

As a resident of another country on a visit to the United States, your Customs status is that of a nonresident.

While aboard ship or on the aircraft, you will be given a Customs declaration form. Fill out the identification part, answer questions 1 through 11 and sign the reverse side. Present it to the Immigration and Customs Inspectors on arrival. Visitors arriving by land borders will identify themselves during their oral declaration.

All articles brought into the United States, including gifts for other persons, must be declared to U.S. Customs at the time you enter. If all the articles you have to declare are entitled to free entry under the exemptions allowed, you need not fill in the reverse side of the declaration form. Instead, you orally declare articles brought with you to the Customs Inspector. (If an inspector deems it necessary, you may be required to make a written declaration and list articles brought with you.)

There is no limitation as to the amount of money (U.S. or foreign currency), all travelers checks, money orders, or negotiable instruments in bearer form that you may bring into or take out of the United States. A report, however, must be filed with U.S. Customs at the time you arrive or depart with an amount which exceeds \$10,000, or the equivalent in foreign currency. A form will be provided to you for this purpose.

### Your Exemptions

**Personal Exemptions** The following articles may be brought in free of duty and internal revenue tax, if for personal use and not for others or for sale.

Personal effects (e.g. wearing apparel; articles of personal adornment; toilet articles; hunting, fishing, and photographic equipment)

One liter of alcoholic beverages (e.g. wine, beer or liquor) if you are an adult nonresident

200 cigarettes, or 50 cigars, or 2 kilograms (4.4 lbs.) of smoking tobacco, or proportionate amounts of each

Vehicles (e.g., automobiles, trailers, airplanes, motorcycles, boats) for personal use if imported in connection with your arrival

**Gift Exemption** In addition to the above exemptions, articles up to \$100 in total value for use as bona fide gifts to other persons may be brought in free of duty and tax, if you will be in the United States for at least 72 hours and have not claimed this gift exemption in the past 6 months. You may include in this exemption up to 100 cigars.

**Please note:** Some States limit the amount of liquor which can be brought into the State. Customs cannot release alcoholic beverages in excess of restrictions of the State in which you arrive.

## Caution

Some items must meet certain requirements, require a license or permit, or may be prohibited entry. Among these are:

- Absinthe (strong-herbal liqueur)
- Biological materials
- Candy, liquor-filled Prohibited entry except where showed by state law
- Fruits, plants and endangered species of plants, vegetables and their products
- Firearms and ammunition if not intended for legitimate hunting or lawful sporting purposes
- Goods from Iran, Iraq, Libya, Haiti, North Korea, Vietnam, Cuba, and The Federal Republic of Yugoslavia (Serbia and Montenegro). Foreign visitors may bring in articles of Cuban origin for personal use, except for alcohol and tobacco products. These will be held by U.S. Customs and may be returned, if petitioned for by the owner, on departure from the U.S.
- Hazardous articles e.g., fireworks, dangerous toys, toxic or poisonous substances
- Lottery tickets
- Meats, poultry and products (e.g., sausage, pate)
- Narcotics and dangerous drugs. If you require medicine containing habit-forming drugs carry only the quantity normally needed and properly identified. You should also have a prescription or written statement from your personal physician that the medicine is necessary for your physical well-being. Other pharmaceuticals and or medical devices other than for the personal use of the traveler must be approved by the U.S. Food and Drug Administration
- Pets (e.g. cats, dogs, birds)
- Pornographic articles and publications
- Pre-Columbian monumental and architectural sculpture or murals
- Seditious or treasonable matter
- Switchblade knives
- Trademarked items (e.g., certain cameras, watches, perfumes, musical instruments, jewelry and metal flatware)
- Vehicles and motorcycles not equipped to comply with U.S.A. safety or clean air emission standards if your visit is for more than one year
- Wildlife (birds, fish, mammals, animals) and endangered species including any part or product (e.g., pheasants, articles from reptile skins, whalebone, or ivory, mounted specimens and trophies, feathers or skins of wild birds)

Agricultural items (fruit, other food) are restricted, as are animals. Check the current U. S. Customs Guide for procedures and reporting (declaration) of carriage of such items.

Please remember all foreigners with the exception of Canadians require visas prior to entering the U.S. on private aircraft. If passengers arrive in the U.S. on a commercial carrier and obtain a temporary visa on arrival, they may travel to Canada, Mexico and the Caribbean basin and return to the U.S. from those locations with the temporary visa. They **MUST NOT** surrender this I-94 when they leave the U.S. when they visit these locations if they plan on returning to the U.S. on a private aircraft. There is a statement on the back of the I-94 that it must be surrendered on departure from the U.S. **PLEASE INSTRUCT THE PAX THEY MUST KEEP IT IF THEY INTEND TO RETURN via PRIVATE AIRCRAFT.**

Crewmembers should be advised not to collect the I-94 if the pax is planning to return to the U.S. after visiting these locations.

**If pax return without a regular or temporary visa the minimum fine is \$3300.**