



FAL

**ENTRANCE AND DEPARTURE PROCEDURES OF AIRCRAFTS
FOR NON SCHEDULE INTERNATIONAL FLIGHTS
TOBIAS BOLAÑOS PALMA INTERNATIONAL AIRPORT**

The Civil Aviation Direction General, in order to ordain aircrafts ground traffic and to offer safety and facility to crew-members, passengers, cargo, etc, are establish the following entrance and departure rules for non schedule international flights.

A. AIRCRAFT'S DEPARTURE:

A.01 All international flight must carry out its departure from the international apron.

A.02 The crew-members of the aircraft or their accredited representative shall fill out an original and three copies of the **international departure/entrance general deck**. In case of foreign registration aircrafts, the Airport Administration will extend the receipts for concept of airport charges and will go to the collecting office to cancel them. Once carried out this procedure the Airport Administration (authorized representative) before preparing the corresponding payment voucher named ("paz y salvo"), will confirm with the Ground Operation's Inspector that the aircraft is parked at an international apron, understanding as international apron, the main ramp (east sector of control tower and four positions at the apron, to south side of terminal building).

Eventually, in case of congestion, by criteria of the Airport Administration and the Ground Operation's Inspector, the east ramp could be employee as an international apron.

a) After delivery of payment voucher ("paz y salvo") prepared by Airport Administration, crew-members of aircraft or their accredited representative will continue with proceeding at Air Reporting Office of Air Traffic Services and Aeronautical Information Services (ARO-AIS).



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- A.03** Report flight plan to Air Reporting Office of Air Traffic Services and Aeronautical Information Services (ARO-AIS) and flight plan won't be authorized without having canceled charges for aeronautical services, which will be demonstrated by presenting the voucher of airport charges payment, signed and sealed by Airport Administration.
- A.04** Once fulfilled previous requirement, will go to Migration Authorities, Customs and Agriculture Protection and will hand them original and copies.
- A.05** Passengers, crew-member and cargo will embark the aircraft through controls established at the airport and they will board on position assigned at apron, to start then taxiing, straight to runway in use and perform take-off; not being able to move to parking position, hangar or to any other place, before it, except as: stated in point C.3.
- B. AIRCRAFT'S ENTRANCE:**
- B.01** After aircraft landing, will taxi straight to position assigned in apron, according to indications of Ground Operation's Inspectors.
- B.02** The pilot or accredited representative must present:
- a) International departure/entrance General Deck, as it corresponds, to Migration Authorities, Customs and Agriculture Protection: which will receive from Ground Operation's Inspector **WITHOUT CHARGE** and once completed will hand it to the Authorities, on prescribed order.
 - b) Exit general decks of United States and Canada will be accepted.
- B.03** The pilot in-command will disembark passengers and cargo through airport controls, and after proceeding are concluded, transfers their aircraft to parking position or corresponding hangar.



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C. GENERAL

- C.01** The pilot in-command or the accredited representative of the Airline (liable to authorization of the Airport Administration) accepted by Civil Aviation Direction General, will be responsible to carry out the corresponding aircrafts formalities, passengers or cargo, to Airport Aeronautical Authorities.
- C.02** Embarking and disembarking passengers, baggage and cargo must be performed only through facilities and control positions designated by Airport Administration.
- C.03** In case that take-off cannot be performed, the aircraft will return to apron position, indicated by the Air Traffic Control Services previous coordination with Ground Operations Inspector, remaining passengers and cargo under care of Airport Authorities.
- C.04** All pilot of foreign registration aircraft entering at any of our international airports, must fill out the "Entrance Form" with the Aeronautical Operations Technician.
- C.05** Aircrafts in official flight condition will be exempt of payment, for this reason the Administration of the Airport will extend the voucher "paz y salvo" properly sealed with the legend "EXEMPT."
- C.06** The original of international departure/entrance general deck/ shall be submitted to Migration, who from now on will follow the control of this documentation, by a serial number.



CIVIL AVIATION DIRECTION GENERAL
AIR NAVIGATION DEPARTMENT
AIS/MAP

AIC

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- C.07** In case of non schedule flights by remuneration, passengers hiring or cargo; besides international departure/entrance general deck, shall present the cargo manifests according to model authorized by Customs and Passengers Authority as it corresponds.
- C.08** In case of non schedule flights, particular, executive and corporative not transporting cargo, must present the corresponding customs declaration.
- C.09** The national aviation companies interested will collect the corresponding forms at the Airport Administration, or they will reproduce it, according formats, previous authorization of General Direction.

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Visit our web page: www.dgac.go.cr and update your information.