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REPUBLIC OF COSTA RICA
CIVIL AVIATION AUTHORITY
Air Navigation Services Department
Aeronautical Information Services
P.O. BOX 5026 -1000
SAN JOSE – COSTA RICA



AIC
Series A
14
13 DEC 2019

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GENERAL AVIATION PROCEDURES FOR INTERNATIONAL FLIGHTS
JUAN SANTAMARIA INTERNATIONAL AIRPORT

The Civil Aviation Authority, in coordination with the Airport Administration (Aeris Holding Costa Rica SA) and the authorities of the Juan Santamaria International Airport, with the purpose of ordering the land traffic of aircraft as well as providing the greatest security and facilitation to passengers, crews and the merchandise they bring with them, informs that as of **December 16, 2019**, the following procedures will apply to international general aviation flights, entering or leaving the Airport:

A. GENERAL

1. The aircraft operator must contract the services of one of the Land Service Companies, to provide the service of: guide for aircraft parking, passenger transport, baggage handling, procedures before the Airport Administration and the Authorities, referring to passengers, crew, cargo and the aircraft.
2. The Land Service Companies and the aircraft operator must comply with the provisions of this AIC and the Airport Operations Manual (MOA), as well as abide by any request of the Authorities, and Administration Operations From the airport. In addition, you must:
 - a. Inform passengers and crews that they must declare to Customs if they carry cash and / or values equal to or greater than \$ 10,000. Likewise, Land Service Companies must provide the traveler with the format to declare it; It is the passenger who must complete the declaration form.
 - b. Coordinate with the Operations Center of the Airport Administration, at least 48 hours before the arrival of a flight, the request for space to operate at the Airport. For this, the Land Service Companies will send via email (ListaVuelosPrivados@aeris.cr) to the Airport Administration and Authorities, a request detailing the flight information (date, hours, operator, type of aircraft). If this requirement is not fulfilled, the Administration cannot assure neither the operation nor the available space.
 - c. Provide official documentation indicating the passenger capacity and the maximum takeoff weight of the aircraft (known by its acronym in English as MTOV). The following will be the only documents accepted to comply with this requirement: Certificate of registration of registration, Certificate of noise, Certificate of airworthiness, Manual of operation of the aircraft (Pilot operating Handbook), Manual of the manufacturer for airport planning (Airplane Characteristics for Airport Planning) or Certificate of insurance in force (in case of contribution this document must be attached with the registration certificate).
 - d. Have the necessary equipment for the operation of the flight (shims, cones, spill care kit, fire extinguisher and among others).
 - e. Have a tow bar and equipment in case of requiring relocation of the aircraft and / or for back-thrust (if required), as well as, availability of personnel in case of special reasons for mobilizing the aircraft.
 - f. Confirm the actual time of arrival of the flight, provided that the country of origin allows it, at least 1 hour in advance, to the Operations Center of the Airport Administration (2440-8257), so that this indicates the place where the aircraft should park. In the same way you must send via email (ListaVuelosPrivados@aeris.cr) **Annex # 1**. Inform passengers and crews that they must declare before Customs if they carry cash or values equal to or greater than \$10,000. Likewise, the ground service company must provide the traveler with the format to declare it.
3. The Administration reserves the right to authorize or not the entry of flights in accordance with the information issued by the ground service and the availability of space in the Remote Apron.



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4. The Airport has a General Aviation Terminal (hereinafter GAT-SJO) located adjacent to the Domestic Terminal. This Terminal has the facilities to attend these operations. In order to use this, the Land Service Companies must follow the procedure number 0040 General Aviation Terminal, established for the use of this facility (published on the airport website, <https://sjoairport.com/aeris/documentation>). Operators who do not use this facility will operate in the International Terminal and passengers must follow the conventional procedures defined for international departures, arrivals and transits.

5. In accordance with the provisions of the Costa Rican laws and regulations, the Authorities may carry out inspections and revisions that they consider pertinent within their scope of action to passengers, luggage, merchandise and aircraft.

B. ARRIVALS OF INTERNATIONAL GENERAL AVIATION FLIGHTS

1. The Land Service Companies must formally notify (via email ListaVuelosPrivados@aeris.cr), the Authorities, at least 1 hour before the arrival of the flight, for this you must complete and attach **Annex # 1**.
2. When it is materially possible, the Control Tower will inform the Operations Center of the Airport Administration, as soon as it receives the information of the arrival of the aircraft, indicating the registration, type of aircraft, origin and estimated arrival at the airport, for the Administration to confirm the arrival of the aircraft via email to the authorities highlighted at the airport.
3. The aircraft must go to the Remote Platform (APRON 2), or to the location designated by the Aeris Operations Center.
4. Once the aircraft arrives, the authorities will have 30 minutes to present themselves to carry out the inspections and revisions they deem pertinent, during this time the aircraft cannot be mobilized from the parking position, once this time has elapsed the aircraft may be transferred to another platform, mobilized to a private hangar or depart by local flight, except that the Authorities of the DGAC, Customs, Ministry of Agriculture and Livestock, Migration and Foreigners, Drug Control Police, Directorate of Intelligence / Security, OIJ and / or Airport Police indicate otherwise. If any authority requires to apply an exit restriction on an aircraft, it must notify Administration Operations, so that it may notify the Control Tower via fax.
5. The Land Service Companies must transfer all passengers from the assigned parking position to the GAT-SJO or to the International Terminal.
6. The Ground Service Company must inform the pilot that it must comply with the requirements established by the Authorities. In addition, the Airport Administration Operations personnel will move to the area and verify the information regarding the aircraft operator, number of passengers, type of aircraft, actual arrival time and the authorities that were presented.
7. Once the passengers enter the Terminals (GAT-SJO or International), they must go through the Migration process and present the **General Declaration (GENDEC)**. In case of not complying with the immigration requirements of entering the country, the passenger will undergo the rejection procedure according to current regulations.
8. The representative of the Land Service Company must transfer all the belongings that come on board the aircraft to the GAT-SJO or to the basement of the International Terminal and use the special or oversized baggage band (Band # 1), so that it can be transported to the baggage claim area.



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9. The luggage must bring a cigarette butt that identifies the Land Service Companies, date and registration of the aircraft. Under no circumstances may merchandise be left on board the aircraft. In case of detecting that merchandise is kept on board, it will be subject to possible forfeiture by the Authorities. It is considered a crime to pretend to take goods from the Airport for unauthorized points.
10. In the case of commercial goods, they must be mobilized through the CTRM and manage the respective import procedure.
11. The passenger will remove the luggage by himself or in the company of the representative of the Land Service Companies in the GAT-SJO or in the International Terminal and will carry out the corresponding procedures before Customs and the Ministry of Agriculture and Livestock. Once these processes have been completed, they may leave the Airport.
12. Pilots must comply with the same procedure that passengers follow in the TAG-SJO and / or in the International Terminal.
13. For those aircraft with foreign registration whose planned stay is longer than 15 business days or that intends to make local flights in that period, it is required that the owner or failing that, pilot in command of the aircraft (authorized by the owner) , is presented to Customs in order to obtain the respective permit for its legal customs stay in the national territory. For this, the certificate of airworthiness, copy of the passport or residence card must be presented. People who can complete this procedure must be foreigners.

If this procedure is not presented within these 15 business days, the aircraft is considered legally abandoned and will be subject to the payment of taxes and administrative infractions, and the departure by the Airport Operator and Control Tower will not be authorized. once they have been notified by Customs.

C. DEPARTURES OF INTERNATIONAL GENERAL AVIATION FLIGHTS

1. The Land Service Companies must formally notify (via email ListaVuelosPrivados@aeris.cr), the Authorities, at least 1 hour before the flight departure, for this you must complete and attach **Annex # 1** together with the **General Declaration (GENDEC)**. In the case that the DGAC, Customs, Ministry of Agriculture and Livestock, Drug Control Police, Migration and Foreigners, Intelligence / Security Directorate, OIJ and / or Airport Police require to apply some restriction to the departure of the aircraft must notify it a Airport Administration Operations at least 30 minutes in advance with respect to the scheduled departure time, this information will be sent via fax to the Control Tower.
2. The aircraft must leave the Remote Platform (APRON 2), or from the location designated by Airport Administration Operations. The aircraft must be at least 30 minutes in the parking position and all merchandise, passengers and equipment must be loaded in this place.
3. If, upon entering the aircraft, the procedure stipulated in point 13 (international arrivals) was carried out, it is the responsibility of the Land Service Companies or the interested party, to demonstrate to the Customs immediately the departure of said aircraft, to effects of canceling the certificate issued during arrival.
4. The representative of the Land Service Company will be responsible for carrying out the Migration, Customs and Security procedures in the GAT-SJO of passengers and crews, as established in procedure 0040 General Aviation Terminal. In case the exit permit of a minor is required, the respective procedure will be carried out at the GAT-SJO facilities.



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If the departure process is carried out at the International Terminal, the representative of the Land Service Companies will be responsible for carrying out the corresponding immigration procedures of the passengers and crews before the Migration authorities in the position called P14.

Passengers and crews must pass through safety filters to boarding rooms. Passengers must enter accompanied by the personnel of the Land Service Companies (they must also undergo the respective security check).

5. Both passengers and luggage with plant or animal material, other than for personal consumption during the trip and pets, must have the respective documentation (phytosanitary and / or animal health requirements), for entry to the country of destination. In these cases, the personnel of the Land Service Company will proceed to coordinate with the respective Authorities.
6. In the case of commercial merchandise, they must be entered through the CTRM and manage the respective export procedure.
7. When the International Terminal is used, non-hand luggage must be delivered to the check-in counter # 1, or to the counter designated by the Administration Operations Center staff, to be sent to the basement for respective security review. The Land Service Company must have the services of a security company certified by the DGAC, to perform this inspection. After the review, the luggage must be moved from the basement to the parking position of the aircraft.

If the officers who carry out the baggage check require a physical inspection of the baggage, the representative of the Ground Service Company must follow the procedure defined in the Airport Security Program (PSA) for these cases.

8. If the departure process is carried out in the International Terminal, passengers must go to door # 12 or the door designated by the personnel of the Administration Operations Center, to be transferred by the Land Service Company to the parking position.
9. In both the GAT-SJO and the International Terminal, luggage must bring a cigarette butt where the Land Service Companies, date and registration are identified.
10. The "Procedure for handling prohibited and / or restricted items transported on general aviation flights" (in its current version, available on the website <http://www.dgac.go.cr/>) document issued by the Aviation Security Unit (AVSEC).
11. In the specific case of firearms, explosives and chemical substances, toxic or flammable, the applicable procedures will be those established in the management and control protocols established at the Airport or relevant legislation for these cases
12. Passengers, crew and merchandise must be moved to the parking position by the representative of the Ground Service Company.
13. In order to obtain the pass and save, the Ground Service Company must follow the procedure established by Administration Operations and have sent the notification established in section 1.

D. PASSENGER IN TRANSFER

1. If the passenger comes on an international commercial flight, and transfers to an international general aviation flight, it is the responsibility of the representative of the Land Service Companies to notify the transfer inspection point and deliver **Annex # 1**, 60 minutes before the arrival of the flight. Passengers must be received in the Migration sector by the representative of the Land Service



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Company that will give the service. Passengers will be escorted by the representative of the Land Service Company and must present themselves in the transshipment safety filter in the International Terminal (post P-15A). The representative of the Land Service Company must present the **General Declaration (GENDEC)** to the Airport Police and the passengers will be subjected to the respective security inspection.

2. After the safety inspection, the passenger can request to wait in the GAT-SJO, for this the company of the Land Service Companies must coordinate the transfer of the passenger to these facilities (the exit door will be the one in room #12) or wait in boarding room #12 for flight departure.
3. It is the responsibility of the Land Service Company to coordinate with the air operator (arrival flight) to deliver the luggage in the area that they establish, which must be a platform, baggage claims or basement area. The Land Service Companies must have the services of a security company certified by the DGAC, to carry out the inspection of transfer luggage. In the same way, once the luggage has been received, a cigarette butt that identifies the Ground Service Company, date and registration of the aircraft must be placed.
4. Once the luggage is inspected, the Ground Service Company will proceed to transfer it to the aircraft.
5. In the case of passengers and luggage that is going to transfer from one international general aviation flight to another international general aviation flight, the transfer of luggage and passengers must be made directly at the place where the aircraft are parked.

E. INTERNATIONAL GENERAL AVIATION FLIGHTS ENTERING AS TRANSIT

1. This procedure applies to aircraft entering as an international flight, to make a technical stop at the Airport and then depart as an international flight.
2. The Land Service Company must formally notify (via email ListaVuelosPrivados@aeris.cr), the Authorities, at least 1 hour before the arrival of the flight, for this you must complete and attach Annex # 1. In the case that the DGAC, Customs, Ministry of Agriculture and Livestock, Drug Control Police, Migration and Foreigners, Intelligence / Security Directorate, OIJ and / or Airport Police require to apply some restriction to the departure of the aircraft must notify it a Airport Administration Operations, this information will be sent via fax to the Control Tower by the Airport Administration.
3. If passengers and / or crew are going to enter the country, they must follow the stipulations in **section B “International General Aviation Flight Arrivals”** of this procedure.
4. If passengers and / or crew are not going to enter the country and for some reason they need to access the GAT-SJO or the boarding rooms of the International Terminal:
 - a. If the passenger requests to go to the GAT-SJO, they must coordinate with the Ground Service Company for their transfer to the facilities and prior to the passenger's entry to the waiting room, they must submit to the respective security check along with their belongings.
 - b. In the event that the passenger requests to go to the International Terminal, they must coordinate with the Land Service Company for their transfer to the Migration doors Arrivals and subsequent to the transshipment security post (Post P-15A), where they must submit to the respective security control along with their belongings (only the entry of hand luggage is allowed). The Land Service Companies must deliver a copy of **Annex #1** at the security post. If passengers are not to be escorted by the personnel of the Land Service Company inside the boarding rooms, they must always have a copy of **Annex #1**.



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- c. To re-enter the platform area, passengers and crew must go to door # 12 or the door designated by the personnel of the Administration Operations Center (2440-8257), in the company of the Service Companies on Earth to be transferred to the aircraft.
5. Before leaving the plane, the representative of the Land Service Company must process the Pass and Save before the Operations Center of the Administration.

F. INCOME AND EXIT OF CREW

1. The entry / exit of General Aviation crews (pilots, mechanics and technicians) who need to enter the air side to deal with issues such as maintenance, inspection and relocation of the aircraft (within the air side), will be made by the P2 or P26 Those officials of companies whose operations are based at the Airport must present their badge or temporary entry permit to the restricted areas, as a requirement for entry. In case the company does not have an operation base at the Juan Santamaría International Airport, they must present their credentials of pilots, mechanics or technicians, which must be up to date. The following considerations will follow:
 - a. They must undergo the respective security check and present their corresponding identification that accredits them as a crew, additionally, they must always be escorted by the staff of the Land Service Company.
 - b. The crew of the aircraft can enter with the instruments required for the Navigation and Operation of the Aircraft, provided they are identified as an asset of the company.
 - c. If the crew must enter with tools, the Ground Service Company must present the respective document duly authorized by the Administration Operations personnel.

Note: Any other situation or activity should be coordinated with the Authorities and the Administration of the Airport.

G. INTERNATIONAL FLIGHTS OF EXIT, ARRIVAL AND TRANSIT WITH PASSENGERS THAT REQUIRE SPECIAL PROCEDURES

1. In the event that any (s) of passengers entering / leaving in an aircraft or helicopter, which at the discretion of the Administration and / or any of the Authorities may cause a risk to the security of the Airport, the Service Company On Land you can request the Administration (2440-8257), apply the "Procedure for Personal Attention" established at the Airport. Each request will be analyzed by the Airport Administration, and it is their power to reject or approve it according to the respective analysis carried out with the Authorities.

H. FLIGHT INTERNATIONAL AMBULANCE

1. The Land Service Company must formally notify (by email ListaVuelosPrivados@aeris.cr), the Authorities, at least 1 hour before the arrival of the flight, for this you must complete and attach **Annex # 1**.
2. Airplanes in international ambulance flight will operate on the Remote Platform (APRON 2) or at the place designated by the Airport Administration Operations Center. The Land Service Companies will coordinate with the authorities so that security, immigration and customs procedures are applied. The ambulance will be escorted by the Airport Administration.
3. It is the responsibility of the Land Service Company to provide documentation related to the medical condition of the patient who comes on board the aircraft.



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4. The considerations for the arrival of the aircraft are:

- a. It is the responsibility of the land service company to carry out the migratory and customs procedures of the patient that will leave in the ambulance (including the paramedics, if applicable). In addition, the non-medical baggage of the person must perform the normal procedures.
- b. The departure from the airport will be through the P-26 sector (entry point to the domestic apron), in coordination with the Administration. The other companions of the patient must follow the procedures established for passengers in sections B and C of this procedure, as appropriate.
- c. If the authorities require a trip to check the area where the aircraft is, the transportation of this will be the responsibility of the ground service company.
- d. In the case of paramedics who come on board and require the patient to be accompanied to the medical center, they will leave and enter the ambulance with the approval of the authorities at the foot of the aircraft.

5. The considerations for the departure of the aircraft are:

- a. The ground service company must formally notify (via email ListaVuelosPrivados@aeris.cr), the Authorities, at least 1 hour before the departure of the flight, for this you must complete and attach **Annex #1**.
- b. The entry to the aircraft by the patient and medical personnel will be through the security post P-26 (entry to the domestic apron).
- c. The ground service company must coordinate the migratory procedures of the patient that will leave on the ambulance flight (including paramedics, if applicable). In addition, the non-medical baggage of the person must perform the normal procedures.
- d. If the authorities require a trip to check the area where the aircraft is, the transportation of this will be the responsibility of the ground service company.

I. HELICOPTERS OPERATION

1. They must operate from the Heliport, located on the west side of the Remote Apron (APRON 2) or from the area indicated by the Aeris Operations Center, in case it is not possible to perform the operation in that sector. The Control Tower will notify you as soon as you have the information, to the Operations Center of the Airport Administration.
2. Helicopters must comply with the same procedures stipulated for aircraft at point X.
3. The helicopter operator must hire the services of a ground service company, which will aid.

Attached Form for the notification of the operation of International General Aviation flights

REPLACES AIC A16/18 DATED 21DEC18



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ANNEX 1

Aeropuerto Internacional Juan Santamaría Notificación Vuelo Aviación General									
Ingreso de aeronave		Salida de la aeronave		Tipo aeronave	Matrícula de la aeronave	Origen	Destino	Cantidad y peso estimado de bultos	Animales vivos
Fecha (DD-MM-YY)	Hora (LCL)	Fecha (DD-MM-YY)	Hora (LCL)						
Indique con una "X" el Tipo de vuelo:		Tránsito		Transbordo		Pernocte		Servicio en tierra:	
Lista de pasajeros y tripulación									
Nombre completo		Nacionalidad	Fecha de nacimiento (DD-MM-YY)	Tipo de identificación	Número de identificación	Indique si es pasajero o tripulación			