ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

MMMY/MTY

Aeropuerto Internacional Gral. Mariano Escobedo

PREPARED BY

UNIVERSAL AVIATION

24/7 SUPPORT

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ARRIVAL PROCEDURES

PASSENGERS ARRIVALS

IMMIGRATION AND CUSTOMS
Upon arrival, passengers will be greeted by a Universal Aviation staff member as they disembark. Passengers will deplane and walk to ICCS FBO (30 meters) or to the GAT "B" (50 meters) to proceed with the CIQ clearance. Staff members from customs, agriculture, and federal police will go up into the aircraft to perform a revision. For international procedures crew can stay on board when this process occurs; the crew will deliver the immigration forms to the handler once signed.

Everyone should have their passports ready to show to the immigration officer. To help save time, our staff will have all the customs and immigration clearance forms prefilled so passengers and crew only have to sign them.

Once cleared, the immigration officer will hand back the immigration card and passports to each foreign crew and passenger. The immigration card will be required before foreign crew and passengers depart Mexico. We recommend keeping your passport and immigration card together to avoid losing them. If someone loses the immigration card, the officer will have to perform a process that can take up to two hours to get the approval from their central office to depart.

Each passenger older than 18 will hand-deliver the customs declaration form to the customs officer. Each passenger must pick up their luggage and handbags and place them on the x-ray machine. The passenger will then have to push the automated selection system button. If they get a red light, their luggage must undergo a secondary customs inspection (hand revision). If the passenger receives a green light, they can proceed to the public area of the FBO. After all, passengers have been cleared from customs and immigration. They will be allowed to leave the airport. A staff member will escort them to meet their ground transportation vehicle.

It can take up to 20 minutes to disembark the aircraft, pass through customs, and leave the airport in their ground transportation vehicle. We will stay in contact with the ground transport driver to ensure passengers have a smooth pick-up.

CREW ARRIVALS

IMMIGRATION AND CUSTOMS
Randomly once the aircraft opens its door, and everyone deplanes, Mexican military personnel will inspect the inside of the aircraft. They will be accompanied by a K-9 (trained dog).

A SAGARPA officer inspects the inside of the aircraft, and they will look for all fresh food to be removed and thrown away. The sealed factory-packaged food items can be kept on board the aircraft if they have been notified upon arrival. The rest of the food will be incinerated. (Items not allowed are raw meat, pork, fruit, vegetables & flowers). After the inspection is completed, the aircraft may be closed, and crew members may proceed to the FBO for immigration and customs clearances.

The crew will deliver their passports with their immigration cards to the officer on duty so they can process their entry and stamp their passports. Note that complete crew and passenger passport information must be sent in advance. All the passport information needs to be precisely the same on each passport. This will be the information used to prefill all immigration forms. Please provide the address where passengers will be staying in Monterrey whenever possible.

After clearing immigration, the crew will go through customs. Crew members will have to give their handbags and luggage to the customs officer so they can scan their luggage with the x-ray machine. Once the crew members are all cleared, they can remain with the passengers and/or return to the aircraft and start with the fuel uplift or line services. After the crew is finished with the aircraft, a Universal Aviation staff member will escort them to their ground transportation vehicle.

LUGGAGE

HANDLED VIA A UNIVERSAL STAFF MEMBER
All luggage must be offloaded from the aircraft upon arrival and checked in customs inside the building (FBO or GAT). A staff member will transport the luggage to the immigration/customs area.

RESTRICTED ITEMS

ALL VAPING DEVICES ARE PROHIBITED IN MEXICO
Vaping devices of any type are NOT permitted to enter Mexico. Avoid delays by informing all crew members and passengers NOT to bring vaping devices or illegal substances. Medical prescriptions from a certified physician will not be accepted for any of the following substances or vaping devices:

- CBD
- THC
- Marijuana
- Vaporizers with the mentioned substances
- Vaporizers with any other substance, such as nicotine

Passenger and crew members are NOT ALLOWED to bring vaping devices in their handbags, carry-ons, checked baggage, or on their person. Customs agents will inspect all luggage pieces and bags in search of vaping devices and/or illegal substances. Importing these goods into Mexico is illegal and can result in fines, additional taxes, police detention, or incarceration.

PASSENGERS WITH DISABILITIES

WHEELCHAIR AVAILABLE
A staff member will assist passengers with disabilities in deplaning the aircraft. A Universal Aviation van will be waiting to transport the passenger to the FBO or GAT. A wheelchair is available upon request.

PARKING

GAT RAMP
Aircraft will arrive and park at the customs position (GAT spot provided on arrival). View the map on the last page for reference.

PET ARRIVALS

PERMITTED WITH VALID DOCUMENTATION
Passengers may bring into the country up to three pets with them. Pets allowed in Mexico include cats, dogs, canaries, hamsters, guinea pigs, Australian parakeets, cockatiel, ferret, parrots, turtles, and small-sized wild birds (except birds of prey).

Pet's original health certificate must include the license number and signature of the veterinarian. The certificate must not be older than ten consecutive days after being issued, or it will not be valid. It must include the following information:

- Ectoparasite and Endoparasite - internal and external treatment must not exceed six months. It should include the name of the medicine they used.
- Rabies vaccination must not be older than one year.
- One copy of the dog's owner's passport

Pets less than three months are exempt from this requirement. Contact a Universal Aviation staff member for additional information.

DEPARTURE PROCEDURES

PASSENGERS AND CREW DEPARTURES

MEET AT THE FBO OR GAT “B”
On average, the entire departure process for passengers and crew can take up to 30 minutes if all documents are in order. A Universal Aviation staff member will be waiting to greet all passengers and crew at the FBO or GAT. A staff member will assist with all luggage and bags. Crew and passenger luggage and bags will be received at the FBO or GAT "B" all the luggage and bags will be tagged and taken to be X-rayed.

IMMIGRATION AND CUSTOMS
Once all crew and passengers arrive at the FBO or GAT, the customs and immigration authorities will move from the commercial terminal to the GA area or FBO.

Once crew and passengers are inside the customs office, one by one will have to give their passports with the immigration form to the officer on duty. The officer will then process their departure and stamp their passports.

Our staff will provide each passenger older than 18 with a prefilled immigration form (declaration form of money for departing passengers). They must sign their documents and deliver them to the customs officer.

After each passenger and crew are cleared by immigration, they can go to the FBO's or GAT's ramp to board the aircraft. At the same time, bags (once cleared) will be carried and loaded in the aircraft cargo compartment. The aircraft's doors will close, and the crew will be able to ask for authorization to taxi to the runway for takeoff. Once departure inspection by CIQ is completed, the aircraft cannot return to FBO/hangar and should immediately proceed for departure.

IF DEPARTING TO SOUTH AMERICA, CENTRAL AMERICA, OR THE CARIBBEAN
For aircraft going to South, Central America, and the Caribbean, a custom's trained dog will perform a special inspection of the aircraft, passengers, cargo, and luggage. The clearance process for departures traveling to South, Central America, or the Caribbean with more than six passengers can take approximately 25 to 35 minutes.

LUGGAGE HANDLING

Luggage is received at our front desk and marked with a tag. Once everybody is ready to depart, we move them to the customs ramp in our Universal vehicle. When all the luggage pieces are cleared, we will deliver the luggage to the aircraft for departure.

PASSENGER GROUND TRANSPORTATION

ADDRESS FOR DRIVERS:
Aeropuerto Internacional del Norte, Hangar 29
Carretera Libre Federal a Laredo Km 1006
Apodaca, Nuevo Leon, C.P.66610

UNIVERSAL AVIATION AIRPORT MAP (MMAN)

USEFUL LINKS & RESOURCES

- MONTERREY, MEXICO (MMMY) INFORMATION
- MEXICO BUSINESS DESTINATION GUIDE
- GLOBAL GROUND HANDLING NETWORK