

# ARRIVAL & DEPARTURE GUIDE

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

## **MMPR/PVR**

Licenciado Gustavo Díaz Ordaz International Airport

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
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# ARRIVAL PROCEDURES



## PASSENGER ARRIVALS

### IMMIGRATION AND CUSTOMS

Upon arrival, passengers will be greeted by a Universal Aviation staff member as they disembark. Passengers will be escorted to the FBO for customs and immigration processing. Everyone should have their passports on hand and 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 will 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 may 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 will have to 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 will have to go thru 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 access the FBO's general area. A staff member will escort them to meet their ground transportation vehicle by the FBO lobby entrance.

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 does the inspection of 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 Puerto Vallarta whenever possible.

After clearing immigration, the crew will go thru 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 FBO. 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 any 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 to deplane the aircraft. A Universal Aviation van will be waiting to transport the passenger to the FBO. A wheelchair is available upon request.

## PARKING

### FBO RAMP

Aircraft will arrive and park at the FBO ramp. View the map on the last page to view FBO parking.

## 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 10 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 6 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

### PASSENGER AND CREW DEPARTURES

#### MUST MEET IN THE FBO LOBBY

On average, the entire departure process for passengers and crew can take up to 25 minutes if all documents are in order. This also depends on the local flight traffic. If there are more international arrivals or departures, crew and passengers will have to wait for their turn.

#### IMMIGRATION AND CUSTOMS

Crew and passengers should be dropped off at the FBO lobby, where a Universal Aviation staff member will be waiting to greet them and assist with their luggage. They will be escorted to the CIQ area, where they must pass through the x-ray scanner to enter the CIQ area. All luggage and handbags will need to be x-rayed.

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. Upon completion of immigration, the crew and passengers may proceed to the customs officer to continue with the process.

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

After all crew and passengers have passed successfully thru both clearances, they will be permitted to access the FBO's ramp to meet the aircraft for departure. They will need to walk for about 3 min (+-) to the ramp to board their aircraft. Our staff will put all luggage pieces in the aircraft cargo compartment. As soon as the aircraft's door is closed, the crew will be able to ask for authorization to taxi to the runway for takeoff.

#### IF DEPARTING TO SOUTH AMERICA, CENTRAL AMERICA, OR THE CARIBBEAN

For aircraft going to South, Central America, and the Caribbean, a special inspection of the aircraft, passengers, cargo, and luggage will be performed by a custom's trained dog. The clearance process for departures traveling to South, Central America, or the Caribbean with more than 6 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

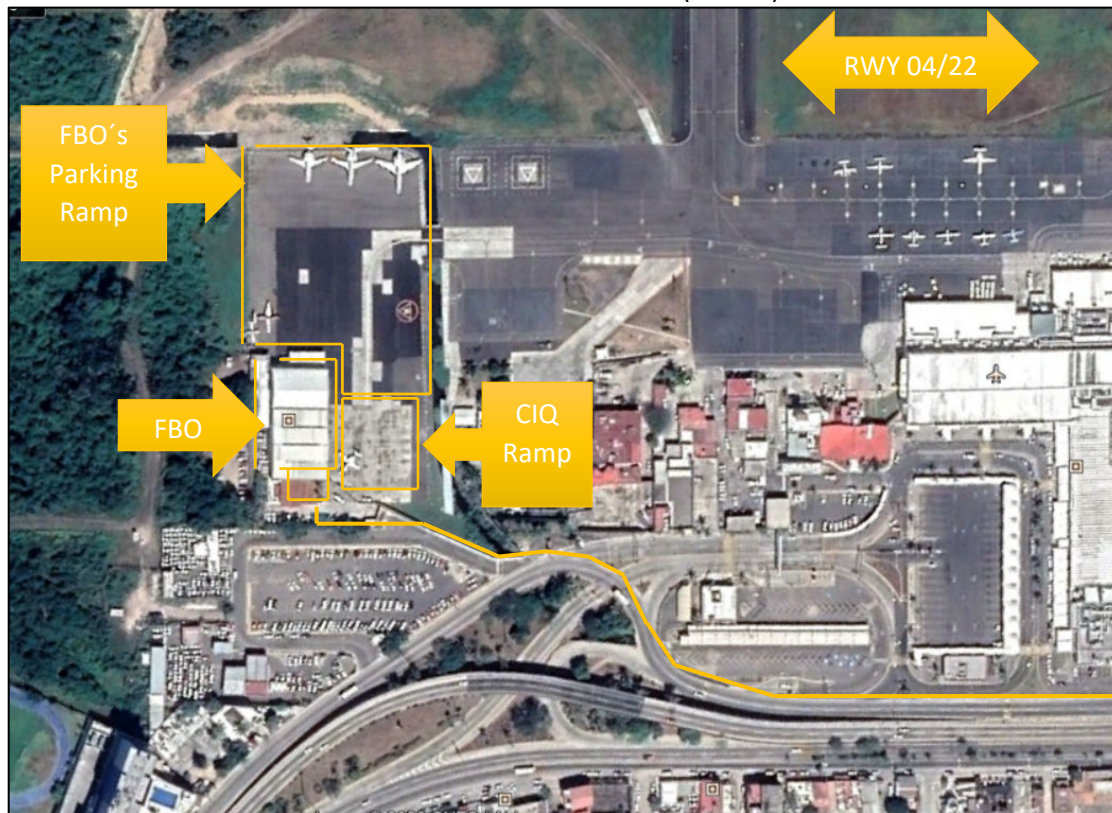
### ADDRESS FOR DRIVERS:

Carretera Federal Tepic km. 7.5  
Colonia Villa de las Flores.  
Puerto Vallarta, Jalisco, C.P. 48311

### UNIVERSAL AVIATION PUERTO VALLARTA AIRPORT MAP (MMPR)



## UNIVERSAL AVIATION PUERTO VALLARTA AIRPORT MAP (MMPR)



## COVID-19 SAFETY

### DISINFECTING

If you need to have your aircraft disinfected for Covid-19, please make these arrangements prior to arriving. For the most current Covid-19 updates and regulations, contact your Universal Trip Support team.

## USEFUL LINKS & RESOURCES

- [PUERTO VALLARTA, MEXICO \(MMPR\) INFORMATION](#)
- [TRIP SUPPORT](#)
- [RESOURCES IN LATIN AMERICA](#)
- [MEXICO BUSINESS DESTINATION GUIDE](#)
- [GLOBAL GROUND HANDLING NETWORK](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)