

# ARRIVAL & DEPARTURE GUIDE

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

## **TBPB/BGI**

Grantley Adams International Airport

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
+1 (246) 622-4020



# ARRIVAL PROCEDURES



## PASSENGER AND CREW ARRIVALS

### ARRIVALS

The crew and passenger **travel forms** must be submitted 24 hours prior to arrival.

Upon arrival, our Universal Aviation staff will greet passengers and crew as they disembark. Passengers and crew will have a short walk to the FBO with the assistance of our staff. Our staff will transport all luggage and bags to the CIQ area inside the FBO for processing.

Our staff will collect everyone's passports and present them to the customs and immigration officers. They will process all luggage through security and customs. Passengers can wait in the VIP lounge, and the crew can remain in the crew lounge while all luggage is processed through customs.

After all passengers and crew members clear customs and immigration, our staff will escort them to meet their ground transport vehicle at the landside entrance of the FBO.

It can take up to 10 minutes to disembark the aircraft, pass through customs, and leave the airport on their ground transport vehicle.

## PASSENGERS WITH DISABILITIES

### WHEELCHAIR AVAILABLE

A wheelchair is available upon request. A staff member will assist passengers with disabilities in deplaning and transporting them to the FBO.

## LUGGAGE HANDLING

A porter or Universal staff member will handle your luggage and transport it using a separate vehicle. Customs officials may perform random scans of your luggage. Rest assured that your luggage is always kept secure. When it's time to leave the airport, a porter will load your luggage into their ground transport vehicle.

## PET ARRIVALS

### PERMITTED WITH VALID DOCUMENTATION

Dogs and cats from all countries are allowed into Barbados with the proper documentation. Import health requirements will differ depending on the category of the country. All dogs and cats must be microchipped and vaccinated. All pets must clear customs and veterinary checks upon arrival.

You will need to employ the services of a customs broker to facilitate customs clearance. Preferred Broker for Pet Clearance: **Calvin Alkins Customs Services**, Lot 1, Crystalline Hub, Mighty Grynner Highway, St. Michael, Barbados  
Phone: **+1 (246) 435-2826** and Email: **info@cacs.com.bb**.

The crew must issue a "pre-alert" notifying the relevant parties in Barbados of the pets on board the aircraft.

All pet owners must obtain an **Import Permit from the Veterinary Services Department**. Once this is completed and approved, the permit is valid for six months from the issue date.

Pets arriving in the cabin or private aircraft must be in a secure pet carrier or crate and handed directly to the local agent, immediately upon exiting the airplane, for transport to the pet facility. All required documents must be sent with the pet.

The Ministry of Health and Wellness has divided countries into risk categories. Access to the pet facility will be determined according to the country from which the passenger arrives:

1. High-Risk: Arriving passengers will not be allowed to enter the pet facility.
2. Medium-Risk & Low-Risk: Arriving passengers will not be allowed to enter the pet facility.
3. Bubble: If necessary, one (1) arriving passenger will be allowed to enter the pet facility.

When arriving passengers are not allowed to come to or enter the pet facility, arrangements must be made for a local representative (e.g., a family, friend, pet transport service, or the Customs Broker) to receive the pet at the pet facility. Masks must always be worn by persons entering the pet facility. Hand sanitization on entry is mandatory. At most, two (2) persons will be allowed to enter. These protocols are subject to change as the situation warrants.

## DEPARTURE PROCEDURES

### PASSENGERS AND CREW DEPARTURES

#### DEPARTURES

Universal staff will meet passengers and crew at the M Jet/Universal Aviation FBO entrance. They will assist everyone with their luggage and bags. Both passengers and crew must clear security before boarding the aircraft.

Our staff will collect everyone's passports and present them to the customs and immigration officers. They will process all luggage through security and immigration. Passengers can wait in the VIP lounge, and the crew may remain in the crew lounge. Passports will be returned to the passengers and crew once cleared from CIQ.

### PASSENGERS WITH DISABILITIES

#### WHEELCHAIR AVAILABLE

A wheelchair is available upon request. A staff member will assist passengers with disabilities in passing through security and CIQ. Once cleared, they will be transported to the aircraft for departure.

### LUGGAGE HANDLING

Luggage is handled by a porter and transported via a separate vehicle. Luggage may be inspected by security and customs officials may perform random scans. When everyone is ready to leave and has cleared security, a porter will transport and load the luggage onto the aircraft for departure.

### PET DEPARTURES

#### PERMITTED WITH VALID DOCUMENTATION

All pets must have an official Export Health Certificate 1. This document must be signed and stamped by the official Veterinary Services of the pet owner's country of origin. This must be completed in English.

You may request a copy by emailing [vetservices@agriculture.gov.bb](mailto:vetservices@agriculture.gov.bb) or calling +1 (246) 535-0220 and +1 (246) 535-0221.

Before arriving at the FBO, all pets must be safely contained in their kennels or crates. Airport officials will scan each pet's Microchip/Pet ID before being allowed to board the aircraft.

## PASSENGER GROUND TRANSPORTATION

**ADDRESS FOR DRIVERS:** UA/M JET FBO, PERIMETER ROAD, CHRIST CHURCH, BARBADOS

### DIRECTIONS TO FBO



## USEFUL LINKS & RESOURCES

- [PASSENGER AND CREW TRAVEL FORMS – SUBMIT 24 HOURS PRIOR TO ARRIVAL](#)
- [PREFERRED BROKER FOR PET CLEARANCE - CALVIN ALKINS CUSTOMS SERVICES](#)
- [PET IMPORT PERMIT – VETERINARY SERVICES DEPARTMENT](#)
- [BRIDGETOWN, BARBADOS \(TBPB\) INFORMATION](#)
- [BUSINESS AVIATION IN BARBADOS](#)
- [CREW AND PASSENGER TRAVEL FORMS](#)
- [FEASIBILITY - IQ - MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)