

# ARRIVAL & DEPARTURE GUIDE

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

**VTBD/DMK**

Don Mueang International Airport

**PREPARED BY**

UNIVERSAL AVIATION

**24/7 SUPPORT**

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An Evans Aviation Company



# ARRIVAL PROCEDURES

## PASSENGERS AND CREW ARRIVALS

### GENERAL AVIATION TERMINAL (GA TERMINAL)

A Universal Aviation staff member will greet you on the ramp upon arrival. A staff member will pass out Arrival Cards to all passengers before disembarking the aircraft. Most of the details on the Arrival Card will be filled in by a staff member before the aircraft arrives. Passengers must sign their Arrival Cards before entering the GA Terminal.

After passengers disembark, they will be driven to the GAT for CIQ processing in a Universal vehicle. Passengers must have their passports and Arrival Cards ready to show the CIQ officials. Once cleared from CIQ, passengers and crew may board their ground transport vehicles at the landside entrance of the GA Terminal.

### AIRCRAFT PARKING

Air traffic control will guide the aircraft to its assigned parking space. The maximum parking duration is 24 hours. After 24 hours, the aircraft is required to be positioned in the hangar or repositioned to the nearest airport. Parking spots are assigned 3 hours prior to arrival.

## PASSENGERS WITH DISABILITIES

### AN AMBULIFT AND WHEELCHAIR ARE AVAILABLE

An Ambulift and wheelchair are available upon request. Submit your request to a Universal staff member prior to arriving to ensure the equipment is available and avoid delays. A staff member will assist passengers with disabilities in deplaning and transporting them to the GA Terminal.

## LUGGAGE

### HANDLED BY UNIVERSAL STAFF AND PORTERS

Porters will transport luggage from the aircraft to the GA Terminal. Luggage is never left unattended. A staff member will assist with processing all luggage through security and customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their ground transport vehicles.

## PET ARRIVALS

### PERMITTED AND REQUIREMENTS

All pet owners must apply for a pet permit within 60 days but no less than seven days before the departure date. The following requirements and documents will be needed to enter Thailand:

- A copy of the pet owner's passport
- Fill out the form Rore. 1/1 (ร. 1/1) from the Thai Department of Livestock Development
- Health Certificate must be endorsed by USDA/APHIS Veterinary Services office prior to the pet's departure
- Proof of Vaccinations
  - Pets must be vaccinated **at least 21 days prior to their departure**
  - Dogs require five vaccines - Rabies, Leptospirosis, Distemper, Hepatitis, and Parvovirus
  - A dog is subjected to tests for Leptospirosis with negative results 30 days prior to departure
  - Cats require two vaccines – Rabies and feline panleukopenia virus (FPV)



- Upon arrival AQS for Veterinary Inspection will need to be contacted. They will issue a form R-6 and an import license form R-7.
- Have your pet entry fees money in cash. It will cost **500 Baht per animal**.

## DEPARTURE PROCEDURES

### PASSENGERS AND CREW DEPARTURES

Universal Aviation staff will meet the crew and passengers at the entrance of the GA Terminal to assist with luggage and bags. Both passengers and crew will be escorted to the lounge. Once everyone has arrived, they will be taken to the CIQ area for processing.

After clearing CIQ, passengers and crew will need to board a ramp shuttle which will transport them to the aircraft for departure.

### PASSENGERS WITH DISABILITIES

#### AN AMBULIFT AND WHEELCHAIR ARE AVAILABLE

An ambulift and wheelchair are available upon request. Submit your request to a Universal staff member prior to arrival to ensure the equipment is available and avoid delays. Our staff will assist passengers with disabilities board the aircraft.

### LUGGAGE

#### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport luggage from the GA Terminal to the aircraft. Luggage is never left unattended. Our staff will assist with processing all luggage through security and customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto the aircraft.

### PET DEPARTURES

#### PET PERMITS AND REQUIREMENTS

- Documents required
  - Pet passport
  - Certificate of rabies vaccination
- Certificate of rabies vaccination procedure
  - Pet owners must apply for an export permit. Pet owners must take their pets to the AQS for a health check no more than three days prior to the date of departure.
  - Once the veterinary officials at the AQS have completed their animal health check, they will issue the pet's owner an Export Permit and a Health Certificate.

### CUSTOMS AND DECLARATIONS

#### EXEMPTIONS OF CUSTOMS DUTIES FOR PASSENGERS' BELONGINGS

- No more than 200 cigarettes or tobacco not exceeding 250 grams, or the total weight of both types not exceeding 250 grams. If the amount exceeds the allowance, please contact the customs officers.
- No more than 1 liter of wine or spirits.



## CURRENCY DECLARATION UPON ARRIVAL

- There is no limit on the amount of Thai currency which can be brought into Thailand.
- Foreign currencies, in banknotes or coins, with the total aggregate value exceeding USD 20,000 must be declared to the customs officers at the customs checkpoint. Failure to declare or declare an incorrect amount may result in criminal offense.

## GROUND TRANSPORTATION

### DIRECTIONS TO THE AIRPORT FOR DRIVERS

**AIRPORT ADDRESS:** 222 Vibhavadi Rangsit Road, Sanam Bin Subdistrict, Don Mueang, Bangkok 10210, Thailand

#### DIRECTIONS TO PRIVATE JET TERMINAL (MJETS):

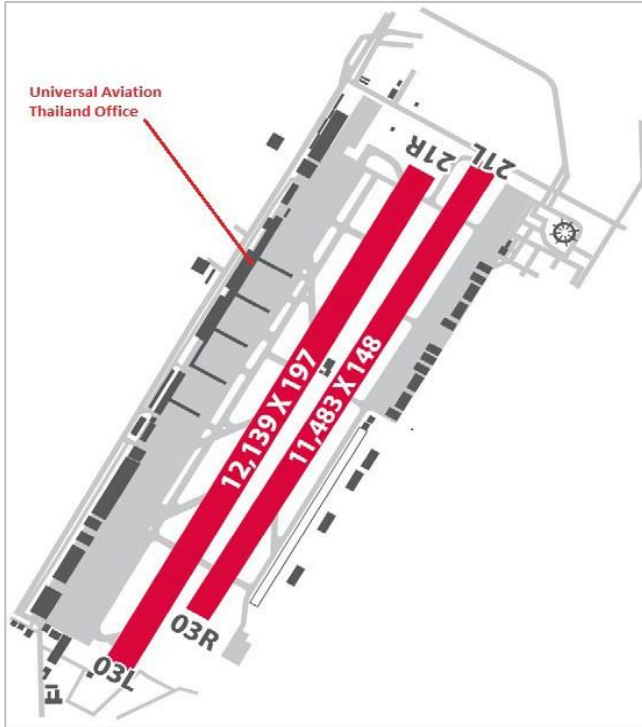
- **From Din Daeng (South):** Drive north on Vibhavadi–Rangsit Road. Pass the main terminals, make a U-turn, then keep left. Enter Gate 9 (airport service road). The Private Jet Terminal is on the left.
- **From Rangsit Road (North):** Drive south on Vibhavadi–Rangsit Road. Keep left near the airport and turn into Gate 9. The Private Jet Terminal will be on the left.

#### DIRECTIONS TO GENERAL AVIATION TERMINAL (AOTGA):

- **From Din Daeng (South):** Drive north on Vibhavadi–Rangsit Road. Pass the main terminals, make a U-turn, then keep left. Enter Gate 9. The General Aviation Terminal is on the left.
- **From Rangsit Road (North):** Drive south on Vibhavadi–Rangsit Road. Keep left and turn into Gate 9. The General Aviation Terminal will be on the left.



# AIRPORT RUNWAYS AND UNIVERSAL AVIATION OFFICE



## USEFUL LINKS & RESOURCES

- [BANGKOK, THAILAND \(VTBD\) INFORMATION](#)
- [INFORMATION ON HOW TO BRING PETS INTO THAILAND](#)

