

ARRIVAL & DEPARTURE GUIDE

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

MMGL/GDL

Guadalajara International Airport

PREPARED BY

UNIVERSAL AVIATION

24/7 SUPPORT

+52 3322 3868 80

Updated 03.31.26

ARRIVAL PROCEDURES

PASSENGER AND CREW ARRIVALS

CIQ PROCESSING AT THE GAT

Customs, Immigration, and Quarantine (CIQ) clearance is completed at our facility. Complete passport information for all crew and passengers must be submitted prior to arrival, and the information sent in advance must match each passport exactly. Please also provide the hotel name and full local address for all crew and passengers staying in Mexico.

Once the aircraft is parked on our ramp and the aircraft door is opened, a Universal Aviation team member will meet the crew at the aircraft to brief them on the arrival process. The customs officer must authorize the disembarkation of all passengers, crew, and luggage. Passengers will then deplane and take a short walk to the General Aviation Terminal (GAT) for CIQ clearance with assistance from our team. Meanwhile, luggage will be transported by our ground team to the CIQ area inside the GAT.

During this process, customs, agriculture, and federal police authorities will board the aircraft to conduct an inspection. Crew may remain on board while this takes place and may provide signed immigration forms to a Universal Aviation team member for processing.

If fresh food is onboard, see CATERING AND AGRICULTURE INSPECTION below. Once completed, aircraft may be closed and crew may proceed to the GAT for immigrations and customs clearances.

If documents are in order, the full process from aircraft arrival to ground transportation departure typically takes about 15 minutes.

IMMIGRATION

PASSPORTS MUST BE PRESENTED IN PERSON

All travelers must have their passports readily available for presentation to the immigration officer. To help expedite the process, Universal Aviation will pre-complete the immigration and customs forms, and passengers and crew will only need to sign them.

Once cleared, foreign crew and passengers will receive their passports and immigration cards back from the officer. **The immigration card must be presented again before departing Mexico.** To avoid delays, we strongly recommend keeping the passport and immigration card together at all times. If an immigration card is lost, replacement processing may take up to two hours.

CUSTOMS

BAGGAGE SCREENING REQUIRED

Each passenger over 18 years old must personally hand their customs declaration form to the customs officer. Each passenger must also collect their own luggage and handbags and place them on the x-ray machine. After screening, the passenger must press the automated customs selection button. A green light allows the traveler to continue, while a red light requires secondary baggage inspection.



Once all passengers and crew have successfully cleared customs and immigration, a Universal Aviation team member will escort them to their ground transportation.

CATERING AND AGRICULTURE INSPECTION

CERTAIN FOOD ITEMS WILL BE REMOVED

Fresh food brought in on arrival will be removed and disposed of by authorities. Sealed, factory-packaged food items may remain on board the aircraft if they have been properly declared on arrival. Other non-permitted food items will be incinerated. Items not allowed include raw meat, pork, fruit, vegetables, and flowers.

PASSENGERS WITH DISABILITIES

WHEELCHAIR AVAILABLE UPON REQUEST

Wheelchair assistance is available upon request. A Universal Aviation team member will assist the passenger in deplaning the aircraft and escort them through the GAT and CIQ process.

LUGGAGE

HANDLED BY UNIVERSAL AVIATION STAFF

Upon arrival, all bags and luggage must be offloaded from the aircraft and processed through customs screening. Universal Aviation team members will transport luggage to the customs area, secure it during the process, and then load it into the ground transportation vehicle once cleared.

AIRCRAFT PARKING

PARKING ON UNIVERSAL AVIATION'S RAMP

Aircraft will arrive and park on the Universal Aviation GAT ramp.

PET ARRIVALS

PERMITTED WITH REQUIRED HEALTH DOCUMENTATION

Mexico allows entry of certain household pets including cats, dogs, canaries, hamsters, guinea pigs, Australian parakeets, cockatiels, ferrets, parrots, turtles, and small wild birds other than birds of prey. Passengers may bring up to three pets into the country.

The pet's original health certificate must include the veterinarian's signature and license number and must be **no more than 10 days old**. It must also include parasite treatment details and rabies vaccination status, where applicable. Internal/External parasite treatment must **not exceed six months**. Rabies vaccination must be **less than one year** old. Pets younger than three months are exempt from the rabies requirement.

The pet owner's passport must also be provided.

Contact Universal Aviation in advance for full pet entry guidance.



An Evans Aviation Company

RESTRICTED ITEMS

VAPING DEVICES ARE PROHIBITED IN MEXICO

Vaping devices of any kind are not permitted into Mexico. This includes devices containing CBD, THC, marijuana, nicotine, or any other substance. These items may not be carried in handbags, carry-ons, checked baggage, or on a traveler's person. Medical prescriptions for these devices from a certified physician will not be accepted. Customs agents will inspect baggage for prohibited items, and violations can result in fines, additional taxes, detention, or incarceration.

DEPARTURE PROCEDURES

PASSENGER AND CREW DEPARTURES

CIQ PROCESSING AT THE GAT

For departures, crew and passengers must provide their passports and immigration forms to the Universal Aviation team member assigned to the operation. If a passenger has lost their immigration form, replacement processing may take up to two hours before departure clearance can be completed.

A Universal Aviation team member will meet passengers and crew in the GAT lobby, assist with all luggage, and coordinate baggage tagging and screening in the GAT CIQ room. Passengers may wait in the VIP lounge while crew may remain in the crew lounge during clearance. Passports will be returned once CIQ processing is complete.

After passengers and crew have cleared immigration, they may board the aircraft. At the same time, cleared luggage will be delivered and loaded into the baggage compartment. Once the authorities complete the departure inspection and the aircraft doors are closed, the aircraft must depart. If the aircraft returns to the GAT after clearance, the entire CIQ departure process must be repeated.

DEPARTURE TIMING

CLEARANCE TIMES VARY BY DESTINATION

For departures not operating to South America, Central America, or the Caribbean, and with more than six passengers, the departure clearance process typically takes approximately 15 to 20 minutes.

For departures to **South America, Central America, or the Caribbean**, authorities will conduct an **additional canine inspection** of the aircraft, passengers, cargo, and baggage. In those cases, clearance of flights with more than six passengers may take approximately 25 to 35 minutes.

PASSENGERS WITH DISABILITIES

WHEELCHAIR AVAILABLE UPON REQUEST

Wheelchair assistance is available upon request. A Universal Aviation team member will assist passengers with disabilities through the departure CIQ process and then escort them to the aircraft once cleared.



LUGGAGE

TAGGED, SCREENED, AND DELIVERED TO THE AIRCRAFT

Luggage is handled by Universal Aviation team members. It will be tagged, transported to the inspection area inside the facility, and delivered to the aircraft after all pieces have been cleared by authorities.

GROUND TRANSPORTATION

ADDRESS FOR DRIVERS

UNIVERSAL AVIATION GAT GUADALAJARA

Aeropuerto Internacional de Guadalajara, Carretera a El Zapote del Valle, Tlajomulco de Zúñiga, Jalisco, México, C.P. 45659

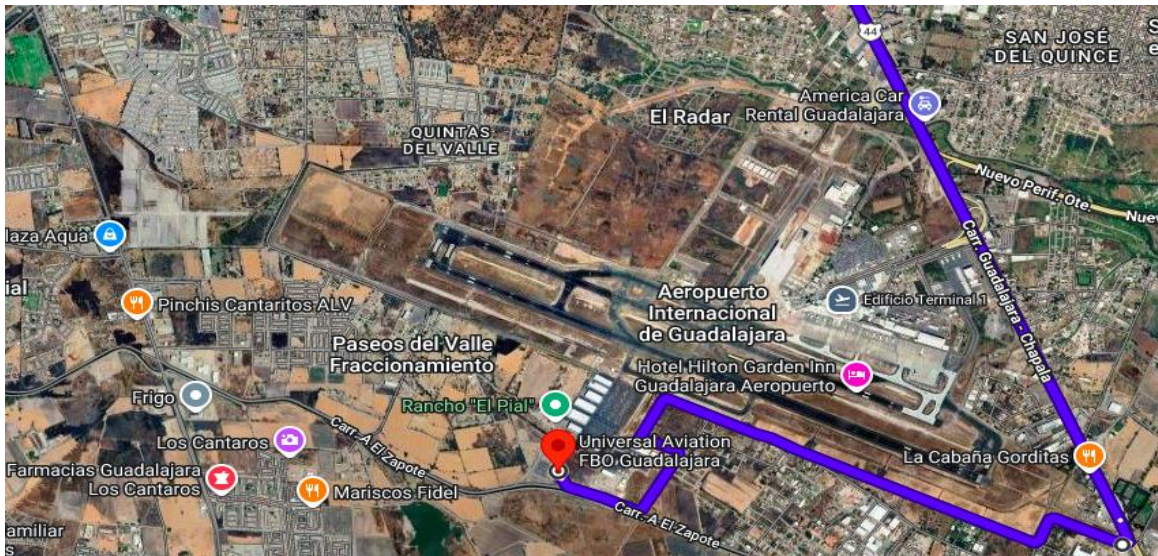
DRIVER ACCESS ROUTES

TWO PRIMARY ACCESS OPTIONS

Drivers may access the facility via either of the following routes:

Route 1:

Carretera Guadalajara – Chapala through **Access Point 14**.





Route 2:
Via Av. Adolf Bernard Horn Junior through Access Point 15.



USEFUL LINKS & RESOURCES

- [AGRICULTURE AND ENTRY INSPECTION INFORMATION](#)
- [MEXICO ENTRY REQUIREMENTS](#)
- [CUSTOMS AND MIGRATION INFORMATION](#)
- [UNIVERSAL AVIATION MEXICO BUSINESS AVIATION DESTINATION GUIDE](#)
- [UNIVERSAL AVIATION GUADALAJARA WEBPAGE](#)

