



# Mexico APIS Procedures for PRIVATE Flights

- Caribbean Sky Tours, with the strong support and backing of the Aircraft Owners and Pilots Association (AOPA), has been working with the Mexican government to ease the burden faced by General Aviation pilots for filing a Mexican APIS
- On September, 2014, The Mexican Institute of Migration (Instituto Nacional de Migración) clarified their position and implemented a revised procedure for presenting an Arrival or Departure APIS for **Private** General Aviation flights without the need of a third party portal
- This option is only available to private flights and will be replaced by a web-based portal currently under development



# Mexico APIS Instructions for PRIVATE Flights

1. A Mexican APIS manifest must be filed with Mexican Immigration for flights TO and FROM Mexico
2. A manifest must be filed by completing the approved Excel spreadsheet provided by Mexican Immigration. Although somewhat similar, this IS NOT the same spreadsheet used by ARINC for Mexican APIS. Follow the attached instructions for filling in the cells
3. You must send the manifest (Excel file) to [apis\\_cna@inami.gob.mx](mailto:apis_cna@inami.gob.mx) within **24 hours** of departure
4. You must re-send the manifest to confirm flight [apis\\_cna@inami.gob.mx](mailto:apis_cna@inami.gob.mx) **30 minutes** prior to takeoff
5. You will receive a reply from Mexican Immigration that the manifest has been received

Day  
APIS presented

Month  
APIS presented

Nationality

MEX Visa or  
MEX Imm Doc. if  
Applicable

Aircraft Owner

Dep. Apt. & Arr. Apt  
City Name and Country  
No ICAO nor IATA codes  
e.g. Houston, USA

Local Time  
00:00

Fecha: \_\_\_\_\_ de \_\_\_\_\_ de 2014

P/C	Nombre	Nacionalidad	Documento de Identidad y Viaje	Visa o documento migratorio	Tipo de Aeronave Privada / Taxi Aéreo / Otros / Otros	Empresa	Matrícula	itinerario Origen / Destino	Fecha de arribo o salida	Hora de arribo o salida

P=PAX  
C=Crew

Travel Document Number  
(Passport)

Privada

Tail Number

Date of Arrival/Departure  
dd/mm/yyyy

Name = First, Middle, Last

