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**AIC**  
A 02/10  
26 Feb

### **Advance Passenger Information**

The CARICOM Implementation Agency for Crime and Security (IMPACS ) through the Joint Regional Communications Centre (JRCC) of which Jamaica is a participant requires that all owners/operators of private and commercial flights to or from member states submit advance passenger information (API) prior to arrival or departure.

#### **WHAT IS API**

Advance Passenger Information (API) is data provided to the Joint Regional Communications Centre (JRCC) prior to the arrival and departure of an aircraft or vessel at each port of entry in participating Member States. It contains a complete list of persons (crew and passengers) on board including their biographic data and carrier information.

The JRCC has been nominated by all participating states as the agent/ representative for the collection/collation and vetting of API for ALL Air and Sea Carriers arriving at and departing from each Member State.

#### **JRCC telephone contact information**

**(246) 435-4066 – Airline**

**(246) 434-0933 – eAPIS**

**Email address: [apis-support@impacsjrcc.org](mailto:apis-support@impacsjrcc.org)**

### **Submission Timelines for provision of API**

Operators must adhere to the following timeline for submission to the required APIS data.

#### **a) Commercial Air Carriers**

##### **i. Arrival**

No later than fifteen minutes before departure for a port within the Single Domestic Space.

##### **ii. Departure**

No later than fifteen minutes before departure from a port within the Single Domestic Space to any Port both Within and Outside of the Single Domestic Space.

#### **b) Private Aircraft**

##### **i Arrival:**

No later than thirty (30) minutes before departure for a port within the Single Domestic Space.

##### **ii Departure**

No later than thirty (30) minutes before departure from a Port within the Single Domestic Space for any port both within and outside of the Single Domestic Space.

### **METHODS OF TRANSMISSION**

The JRCC has made available various methods of transmission for the submission of API. Carriers may choose any one of the following methods:

**ARINC** (Aeronautical Radio Incorporated)

#### **a) COMMERCIAL CARRIERS**

##### **i. UN-EDIFACT, PAXLIST Message at:**

BGITTXA – Test Address

BGICUXH – Live Address

**(Private Carriers may use these methods, if capability exists)**

ii. UN-EDIFACT, PAXLIST Message, as an attachment ONLY, by email to:

i. [regional@impacsjrcc.org](mailto:regional@impacsjrcc.org)

ii. [international@impacsjrcc.org](mailto:international@impacsjrcc.org)

**b) PRIVATE CARRIERS**

(Those without the electronic capability to submit using UN-EDIFACT)

i. XLS File, as an attachment ONLY, to:

i. [regional@impacsjrcc.org](mailto:regional@impacsjrcc.org)

ii. [international@impacsjrcc.org](mailto:international@impacsjrcc.org)

ii. eAPIS format provided via Web Portal at:

[www.caricomimpacs.org](http://www.caricomimpacs.org)

Select “eAPIS” Link and choose either

“Submit API Online” or

“Download XLS” - Downloadable Form with option to “Submit”

**JRCC Web Portal**

The JRCC Web Portal is accessible at [www.caricomeapis.org](http://www.caricomeapis.org). Persons desirous of using this site MUST create a user account by first registering.

(Carriers who do not utilize ARINC may consider this option).

**Persons encountering any difficulties should contact the JRCC at the following numbers for assistance.**

**1(246) 435-4066**

**1(246) 436-7790**

**1(246) 429-7931**

**1(246) 434-0933**

### **Web Service**

Carriers should contact the JRCC for programming information via [apis-support@impacsjrcc.org](mailto:apis-support@impacsjrcc.org) in order to use this service.

### **DATA FORMATS TO BE USED**

- i. UN-EDIFACT PAXLST (**Crew** and **Passenger** Information)  
A file with “.edi” extension may be submitted through any of the transmission methods listed above.
- ii. XML File (utilizing CARICOM XML Schema)  
Contact JRCC via [apis-support@impacsjrcc.org](mailto:apis-support@impacsjrcc.org)
- iii. XLS Spreadsheet (ONLY the JRCC downloadable spreadsheet available at [www.caricomeapis.org](http://www.caricomeapis.org))  
*Carriers using this method are required to register first.*

### **Temporary Option**

#### **Failure or Unavailability of Electronic Equipment**

Fax Message to: (246) 228-4040

### **Registration – eAPIS**

- a. Go to [www.caricomeapis.org](http://www.caricomeapis.org)
- b. Select: REGISTER

### **NAMING CONVENTION FOR ALL FILES UPLOADED THROUGH THE WEB PORTAL**

For easy identification of APIs the following naming convention is required for the filename submitted.

Flight number – date and time departed – date and time arrived with the extension “. Edu”

Example: Flight ID IATA Airline code and flight number (no spaces)  
Example:RA07

(for carriers that do not have an IATA designation  
use registration number as it appears on the aircraft)

Departure date	yymmdd
Departure time	hhmm (24 hour format )
Arrival date	yymmdd
Arrival time	hhmm (24 hour format)
Passenger or crew	P or C (as appropriate)

Followed by the file type –

**“edi” for UN-EDIFACT files only**

**Example:**

**RA07-0812020845-0812021145P.edi (P for Passenger Data)**

**RA07-0812020845-0812021145C.edi (C for Crew Data)**

**NB:** Departure and Arrival times for passenger and crew must correspond.

**XML and XLS file extension will be appended automatically**

### **Data Elements to be provided**

#### **Data relating to the flight**

- **Flight Identification (if applicable)**  
*(IATA Airline code and flight number)*
- **Scheduled Departure Date**  
*(Date of scheduled departure of aircraft based on local time of departure location)*
- **Scheduled Departure Time**  
*(Time of scheduled departure of aircraft based on local time of departure location)*
- **Scheduled Arrival Date**  
*(Date of scheduled arrival of vessel or aircraft based on local time of arrival location)*
- **Scheduled Arrival Time**  
*(Time of scheduled arrival of vessel or aircraft based on local time of arrival location)*
- **Last Place/Port of Call of Vessel or Aircraft**  
*(Vessel or Aircraft departed from this last place/port of call to go to “place/port of vessel or aircraft initial arrival”)*

- **Place/Port of Vessel or Aircraft Initial Arrival**  
(Place/port in the country of destination where the vessel or aircraft arrives from the “last place/port of call of vessel or aircraft”)
- **Subsequent Place/Port of Call within the country/domestic space**  
(Subsequent place/port of call within the country)
- **Number of Persons on board**  
(Total number of passengers, crew on board)
- **Place/Port of Onward Foreign Destination**  
(For departure from [country] )

**Data relating to each individual on board:**

Core Data Elements of the Official Travel Document

- **Official Travel Document Number**  
(Passport or other official travel document number)
- **Issuing State or Organisation of the Official Travel Document**  
(Name of the State or Organisation responsible for the issuance of the official travel document)
- **Official Travel Document Type**  
(Indicator to identify type of official travel document)
- **Expiration Date of Official Travel document**  
(Expiration date of the official travel document)
- **Surname/Given Name(s)**  
(Family name and given name(s) of the holder as it appears on the official travel document.)
- **Nationality**  
(Nationality of the holder)

- **Date of Birth**  
(Date of birth of the holder)
- **Gender**  
(Gender of the holder)

**ALL attached FILES sent by email to :**

[regional@impacsjrcc.org](mailto:regional@impacsjrcc.org)

[international@impacs.org](mailto:international@impacs.org)

[maritime@impacsjrcc.org](mailto:maritime@impacsjrcc.org)