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JAMAICA CIVIL AVIATION AUTHORITY
AERONAUTICAL INFORMATION CIRCULAR

P.O. BOX 8998
C.S.O. KINGSTON
JAMAICA

AIC

A 03/12

13 April

Advance Passenger Information

Introduction

Advance Passenger Information (API) is data in respect of each person on board including every member of crew; provided to the Joint Regional Communications Centre (JRCC) for the Chief Immigration Officer. The JRCC has been appointed by the Jamaica Civil Aviation Authority as agent/representative for the collection and collation of data from aircraft operating to and from Jamaica.

Mandatory Requirement

Participation is **mandatory** and can only be waived by the Authority and approved by the Minister in such circumstances and on such conditions as he/she may determine. The Electronic Advance Passenger Information System (eAPIS) is a web-based application that provides a means of uploading and transmitting passenger and crew information.

Full details on APIS requirements and downloadable forms may be obtained from the JRCC's website www.impacsjrcc.org

Data Elements Required

The table below contains the specific data required for each flight.

<i>Flight Data</i>	<i>Passenger/Crew data</i>
Flight identification	Official travel document type
Scheduled departure date	Official travel document number
Scheduled departure time	Issuing State or organization of the official travel document
Scheduled arrival date	Expiration date of official travel document
Scheduled arrival time	Last name
Last departure point/port	First name
Arrival point/port	Middle name
Next arrival point/port within the country/domestic space	Nationality
Number of passengers on board	Date of birth
Number of crew on board	Gender
	Place of birth
<i>Reporting Party Data</i>	Status(passenger, crew, in-transit)
Name	Original departure point/port
Telephone number	Clearance point/port
Fax number	Destination point/port

Collection/Collation Agent

The Joint Regional Communications Centre (JRCC) has been appointed by the Jamaica Civil Aviation Authority as the agent/representative to collect and collate this information on their behalf.

In order to facilitate the provision of the required information to the JRCC, the **procedures, methods and formats of submission** outlined below should guide the process.

PROCEDURE:

All aircraft arriving in and departing from Jamaica are required to transmit API within the timings as specified below.

(a) Arrival

Commercial aircraft arriving in Jamaica, not later than 15 minutes before the aircraft departs from its last port of call destined for Jamaica.

Private aircraft arriving in Jamaica, not later than 30 minutes before the aircraft departs from its last port of call destined for Jamaica.

(b) Departure

All aircraft departing from Jamaica and destined to a place outside of the Participating Member State, no later than 15 minutes before the aircraft's departure from Jamaica.

Commercial aircraft departing from Jamaica and destined to another place within a Participating Member State, not later than 15 minutes after the aircraft's departure from Jamaica.

Private aircraft departing from Jamaica and destined to another place within a Participating Member State, not later than 30 minutes after the aircraft's departure from Jamaica.

METHODS AND FORMATS OF SUBMISSION

- (1) **Commercial data carrier ARINC** – Supports UN/EDIFACT and CARICOM XML files.
- (2) **Web Portal** (www.caricomeapis.org) – Supports CARICOM XML, Microsoft Excel Spreadsheet, UN/EDIFACT.

(3) **Web Service** – Supports CARICOM XML. Programming details are provided by the JRCC.

(4) **Email / Facsimile** – Available for emergency situations. Details provided by the JRCC on request.

CONTACT DETAILS

Joint Regional Communications Centre

P.O. Box 1320

Bridgetown Barbados

BB11000

Telephone: 1-246-429-7931

1-246-435-4659

Facsimile: 1-246-228-4040

E-mail: apis-support@impacsjrcc.org

Website: www.impacsjrcc.org

HOURS: 24 hours operations

This AIC cancels AIC A02/10 dated February 26, 2010.