



Checklist to fly from The Bahamas back to the United States



REQUIRED (must be done):

1. File e-APIS manifest
2. File a Flight Plan (DVFR or IFR)
3. Call US Customs at Your Airport of Entry on the East Coast
4. Depart Bahamas from an Airport of Entry
5. Activate Flight Plan
6. Get Discrete Squawk Code (for DVFR and before penetrating ADIZ)
7. Clear Customs in the US
8. Close VFR Flight Plan

PROCEDURE (how to do it):

1. File e-APIS manifest:

You need to file the e-APIS manifest to return to US at least one hour prior to departure. This can be done one day or many weeks ahead of time. See attached index for more details.

2. and 3. Flight Plan & Customs:

Either a VFR or IFR international flight plan must be filed. It is recommended to include ADCUS (Advise Customs) in the Remarks box. Regardless of whether you have filed your e-APIS manifest, additionally you **MUST** call the customs facility at your airport of entry on the EAST coast at least 1 hour in advance to your estimated arrival and give them your tail number, departure point and Zulu estimated arrival time. Occasionally they will ask for the number of crew and passengers and how many are non US. The agent receiving your call will normally give you his 2 letter call sign (his initials) which you should record. If he forgets, be sure to ask him for them since they could be your only proof that you did comply by calling and would save you a hefty fine. There are different ways to go about all this:

- a. **SIMPLEST** (no waiting in line and better audio): From your hotel room call Miami FSS 1-800-992 7433 or Nassau FSS (242) 377-7116 and file. Also call Customs (see list on page 3) for Tel. numbers and hours of operation.
- b. **ACCEPTABLE** (possible line and poor audio): AOE airports in the Bahamas, which are the only ones we may depart from, have direct "Speed Dial" to the Nassau FSS (#31) as well as to the Customs facilities in the East Coast. "Speed Dial" numbers for each facility are usually posted by the phone and are also included in our list. This would be your last chance to call Customs!
- c. **NOT RECOMMENDED** (too much congestion and hassle): File in the air with either Nassau Radio 124.2 / 128.0 or with Freeport Radio 122.3. Not valid if departing from Nassau or Freeport; there you must file before taking off.

4. Departing Bahamas:

At the Customs and Immigration Office of your departure AOE:

- a) Submit your stamped C7A form (Cruising Permit also known as Transire).
- b) For each person onboard (including the pilot) you must pay \$15.00 Departure Tax and submit the pink copy of the Immigration Card (under 6 - NO tax)
- c) Submit two C7 General Declaration forms; 3 if you want a stamped copy to prove that you were in the Bahamas.

5. Activating Your Flight Plan:

Once clear of the airport and at altitude, you can activate your flight plan with:

- a) Nassau Radio on 124.2 or 128.0
- b) Freeport Radio on 123.0 if you are in their vicinity (back from Abaco)
- c) Miami Radio 126.7 or 122.4 - Miami Remote around Nassau 118.4 and around Freeport 126.9.

If you are departing from Bimini you may activate your Flight Plan and get your ADIZ Squawk Code (step number 5) on the ground before starting up by transmitting on Miami Remote 122.1 and receiving (listening) on the Bimini VOR 116.7.

6. Getting a Discrete Squawk Code: (from FSS)

Unless you are on a IFR flight plan, you need to get a discrete squawk code before penetrating the ADIZ (around Bimini its only 7 miles west). The sooner the better since it has to get relayed to Customs. When you activated your Flight Plan you probably got a frequency for this purpose. Normally 126.7 / 126.9 will do it.

Since ATC might request other codes as the flight progresses, it is good practice to write down the original one and keep it if need arises. If no new squawk code was assigned or no contact with ATC, you are expected to cross the ADIZ using the original one given by FSS.

Flight Following is not mandatory but recommended. Depending on location and altitude go to: Nassau 121.0; above 6,000' you are in Miami FIR so Miami 125.7 should work.

Closing Flight Plan (VFR) in the air is a sure way of not forgetting to do it with the Customs distractions after landing. 126.7 works for most locations; around FPR - 122.55; PBI - 122.4; FXE and FLL - 126.7.

7. Clearing US Customs:

Must be done immediately after landing (all facilities have bathrooms). Take your entire luggage out of the airplane into customs leaving all aircraft doors open. No photography or cell phone calls are allowed.

Documents always required:

- a) Arrival Report Form 178 – This should already be filled out including your decal # and arrival time. If you have no decal, present the decal request form.
- b) Blue Customs form – one per family is enough.
- c) Passports.
- d) If you are not a US or Canadian citizen or if you are not a US resident (green card): one I-94 form per person.

Documents sometimes requested:

- a) Aircraft Registration
- b) Airworthiness Certificate

9. Close Flight Plan: (VFR)

Unless done previously in the air, call 1-800 992 7433 (WX BRIEF). International IFR flight plans like other IFR flight plans do not require to be closed by the pilot.

LOCATION	IDENT	HOURS	TELEPHONE	SPEED DIAL
Fort Pierce	FPR	10:00 - 18:00	(772) 461 1733 (305) 526-7155*	# 39
West Palm Beach	PBI	08:00 - 19:00 Sunday till midnight	(561) 233 1080 Option 2	# 48
Ft. Lauderdale Exec.	FXE	09:00 - 21:00	(954) 356 7412 (954) 356 7937	# 35
Ft. Lauderdale Intl.	FLL	24 hrs / 7 days	(954) 356 7411 (954) 356 7937	# 37
Opa Locka	OPF	09:00 - 21:00	(305) 687 5475 (800) 973 2867*	# 44
Miami	MIA	24 hrs / 7 days	(305) 526 7155	
Tamiami	TMB	11:00 - 19:00	(305) 969 7511	
Key West	EYW	24 hrs / 7 days On call, need 1 hr notice	(305) 296 5411	
*after hours				

Customs Information:

If the blue phone does not work, walk to any BaTelCo phone in the vicinity of the airport. You will be able to dial directly and you will not be charged for the call.

Planning a Flight –

To be done for every international flight at least 60 minutes prior to your departure and can be done days or weeks in advance.

Submitting a Notice of Arrival

1. Start by clicking **Submit** “Notice of Arrival” and The Notice of Arrival screen will appear:
 - a. Aircraft Information
 - b. U.S. Departure Information
 - c. Foreign Arrival Information
 - d. Emergency Contact
 - e. Traveler Counts
2. Begin by typing the aircraft tail number in the box.
3. Fill in the required Bahamas departure information – You must depart from an official Bahamas Port Of Entry (POE).
4. Fill in the required Arrival Information.
5. Enter the first and last name and telephone number for someone in case of emergency.
6. Enter the total number of crew and passengers who will be aboard the flight, then click **Next**.
7. The next screen will ask for information related to the aircraft, the pilot and the owner or lessee. The aircraft tail number will be automatically filled in. You must enter the aircraft’s type, color and decal number, if available. Continue by entering the remaining information, then click **Next**.
8. The next screen will ask for crew information. Previously entered crew members will appear in the Select Crew Member drop-down menu, click the desired Crew member, then click the **Show Details** button. Once all information has been entered, click **Save Manifest**. Repeat the previous steps for each crew member. Doing this will add these persons to the Manifest Crew List at the bottom of the screen. Then click **Next Step**.
9. The final screen is where you will enter passenger information. Make sure to fill it out as the information appears on the passport. When completed, click **Review Manifest**.
10. e-APIS will display a summary of the List of Travelers – all passengers and crew for the flight. Then click **Done**.
11. The next screen will assist you to make corrections. If you need to make any corrections, click **Make Corrections**. If all information is correct, click **Final Review**.
12. Final Review screen is the last opportunity to make changes before submitting the manifest. If changes are necessary, click **Update**. If everything is correct, click **Submit**.
13. Your Manifest has been submitted and the confirmation screen appears. Print your submission number for your records.
14. CBP will email the approval for your Arrival.

Making Changes after the Manifest has been Filed –

Changes on current manifest:

1. A new manifest will need to be filed with updated information related to point of departure, point of arrival or crew and passenger changes.
2. For change of time only, a phone call to the customs office of point of arrival will suffice.