

## INTERNATIONAL CHECK IN REQUIREMENTS

1. CURRENT VESSEL REGISTRATION
2. PROOF OF INSURANCE
3. LAST PORT CLEARANCE (If a USA registered vessel coming from the USA this is not needed).
4. CREW AND GUEST LIST
5. CAPTAIN'S LICENSE (Picture and endorsement page, showing tons authorized).
6. VALID NAVIGATIONAL LICENSE FOR THE CREW (boaters card, CoC, Seafarers, or any other)
7. NOTARIZED CAPTAIN'S APPOINTMENT LETTER OR MARITIME LETTER OF AUTHORITY.
8. PASSPORTS COPIES (Full two pages strictly required by authorities).
9. COPY OF 10-YEAR MEXICAN IMPORT PERMIT (Including tenders, toys or Heli if that is the case).
10. DETAILED LIST OF FOOD ONBOARD FOR AGRICULTURE DEPARTMENT.
11. LIST OF 5 LAST PORTS.
12. INFORM US OF ETA, DOCK AND MARINA NAME AT LEAST 24 HOURS BUSINESS TIME PRIOR ARRIVAL. ALSO SEND COPY OF YOUR LAST CLEARANCE DOCUMENT.

Please ensure all these documents are properly scanned in PDF format, authorities won't accept any pictures or incomplete images. This will avoid any delays in your entry process.

## CUSTOMS

Please be advise that Customs is inspecting vessels on arrival, it is a very routine inspection to check the vessel's 10 years Mexican Import permit. **Ensure all tenders, toys and/or Heli are added to this permit or that all watercraft larger than 15 ft and subs have their own TIP.**

Please notice that we need a "Declaration of no cargo and guns onboard" signed by the Captain, guns are illegal in Mexico. This will be prepared by us.

## AGRICULTURE DEPARTMENT (Please share this information with the Chef)

The Agriculture Department will inspect the vessel on arrival, please keep the garbage onboard. They will take all organic food, restricted meats, eggs and organic garbage to be incinerated. Please notice that we need a "Declaration of no plants or animals onboard" signed by the Captain, this will be prepared by us. We also recommend bringing only the necessary food for your cruising as agriculture might take all extra food onboard). Fumigation for garbage will be necessary.

Due the COVID Pandemic, we will provide a Health declaration that needs to be signed by Captain. COVID test can be arranged for upcoming crew.

#### CREW LEAVING THE VESSEL

Please consider that the clearance process takes time and passports need to be stamped before flying out of the country. Try not to book crew flights for the same day or the day after, especially if you arrive in the afternoon or on weekend. For crew joining the vessel, they will be able to go aboard after the clearance inspection, which takes a couple of hours, and they will be inspected by Customs.

Please be advised that on weekends or holidays Immigration and Harbor Master offices might be closed.