

# Filling guide of the format to send the passengers and crew lists of Private Aircrafts

This is the guide to fill and send the templates of private flights in Excel format for the operators:

- The Excel file, must be compatible with Microsoft Excel 1997-2002 version, meaning, it must end with the extension **.xls** not with **.xlsx**; the versions of Excel files for Mac, won't be admitted.

## FLIGHT INFORMATION

Flight Information											
Nombre del Propietario	Nombre Operador	Tipo de Vuelo	Matricula (Tail Number)	Codigo Aerolinea	Numero de Vuelo	Aeropuerto Partida	Aeropuerto Llegada	Fecha Partida	Hora Partida	Fecha Llegada	Hora Llegada
APELLIDO APELLIDO NOMBRE	NOMBRE DEL OPERADOR	P31	N47FX			BXJ	ABQ	2023-10-18	13:10	2023-10-18	15:40

- The Owner's name and Operator's Name must be in CAPITAL LETTERS, it only accept alphabetic characters.
- In the "Matricula" (Registration) box, you must not add the hyphen "-" (Tail Number)
- In the "Aeropuerto Partida" (Departure Airport) and "Aeropuerto Llegada" (Arrival Airport), **use the IATA code of the International Airport, the one with three characters (3).**
- The "Fecha Partida y Fecha Llegada" (Departure date and Arrival date) format is **"YYYY-MM-DD" (Year, month and day).**
- The "Hora Partida y Hora Llegada" (Departure Time and Arrival Time) format is **"hh:mm" (hours and minutes).**

## CONTACT INFORMATION

Contact Information			
Apellido(s)	Nombre(s)	Tel Contacto	Fax Contacto
APELLIDO APELLIDO	NOMBRE(S)	55 312 463 11	

**Formatos permitidos**

- (XX) XXX-XXX-XXXX (ex: (57) 316-555-8888)
- (XX) XXXXXXXXXX (ex: (57) 3165558888)
- XXX-XXX-XXXX (ex: 316-555-8888)
- XX (X) XXXX-XXX (ex: 57 (1) 6055-454)
- XX (X) XXXXXXXX Ext XXXX (ex: 57 (1) 5111150 Ext 5191)

- The last name and surname of the contact person must be in CAPITAL LETTERS, it only allows alphabetical characters.
- The phone number could be written in the following examples:

#	Format	Example
1	(XX) XXX-XXX-XXXX	(57) 316-555-8888
2	(XX) XXXXXXXXXX	(57) 3165558888
3	XXX-XXX-XXXX	316-555-8888
4	XX (X) XXXX-XXX	57 (1) 6055-454
5	XX (X) XXXXXXXX Ext. XXXX	57 (1) 5111150 Ext 5191

# PASSENGERS AND CREW INFORMATION

Passengers and Crew Information																				
Apellido(s)	Nombre(s)	Segundo Nombre(s)	Genero	Tipo de Viajero	Funcion Tripulante	Fecha de Nacimiento	País de Nacimiento	Nacionalidad	Aeropuerto Embarque Viajero	Aeropuerto Desembarque Viajero	Tipo de Documento de Viaje	Numero de Documento	Fecha Expiracion Documento	País Emisor Documento	País Residencia	Numero de Maletas	Tipo 2o Documento	Numero 2o Documento	Fecha Expiracion 2o Documento	País Emisor 2o Documento
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	M	FM	CR1	1974-06-14	MEX	MEX	BOG	NLU	P	02345678	2024-03-04	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	M	FM	CR1	1991-07-21	MEX	MEX	BOG	NLU	P	012345678	2025-01-13	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	M	FM	CR2	1978-03-25	MEX	MEX	BOG	NLU	P	012345678	2024-02-23	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	M	FL	FL	1985-10-08	MEX	MEX	BOG	NLU	P	012345678	2023-05-31	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	F	FL	FL	1967-06-23	MEX	MEX	BOG	NLU	P	012345678	2023-05-30	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	M	FL	FL	2002-12-29	USA	MEX	BOG	NLU	P	023456789	2024-09-21	MEXICO	MEXICO		L	201234567	2000-12-31	USA
APPELLIDO APPELLIDO	NOMBRE	NOMBRE	F	FL	FL	2004-01-13	USA	MEX	BOG	NLU	P	023456789	2025-04-02	MEXICO	MEXICO		L	201234567	2000-12-31	USA

- The Last name and First name must be in CAPITAL LETTERS, it only allows alphabetical characters,
- The Gender Field (also found in the Excel format) this could be filled with the options that appear in the pull-down menu once you click on the cell:
  - M: Male
  - F: Female
  - U: Unspecified
- The Traveler Type definitions** are the following (this could be filled with the options that appear in the pull-down menu once you click on the cell):
  - FL = Passenger (Pax)
  - FM = Crew
  - DDU = In transit Pax
  - DDT = In transit Crew
- The Crew Function definitions** are the following (this could be filled with the options that appear in the pull-down menu once you click on the cell):
  - CR1 – Cabin Crew
  - CR2 – Cabin Crew (example: flight attendant)
  - CR3 – Airline Operations Manager with Access to the cabin (example: instructors, security personal)
  - CR4 -- Unmanned loads or people
  - CR5 – Pilots in aircrafts, but not on duty
- The format of the fields “Fecha de Nacimiento, Fecha de Expiración de Documento y Fecha de Expiración 2º documento” (Document Expiration Date, Second Document Expiration Date) is **“YYYY-MM-DD” (Year, month and days)**
- In the fields “País de Nacimiento y Nacionalidad” (Birth country and nationality) you may **use the 3 letter ISO Code of the country.**
- In the fields “Aeropuerto Embarque Viajero y Aeropuerto Desembarque Viajero” (Port of Embarkation and Port of Debarcation) you may **use the 3 letter IATA Code of the country.**
- The document type are the following (this could be filled with the options that appear in the pulldown menu once you click on the cell):
  - P = Passport**
  - C = Permanent Resident Card
  - A = Resident Alien Card
  - L = Pilot license
  - V = Visa
- In the fields of “País Emisor Documento y País Residencia” (Document Issuing Country and Country of Residence) you may **use the 3 letter IATA Code of the country.**
- In the field “Número de Maletas” (Number of suitcases) only allows numerical characters.

## Important things to consider:

- You must add the passenger and crew information (name and last name) as it is written in the OCR Code of your travel identity document or Passport.
- Names and last names must be placed in capital letters.
- Special characters (´ ; ~ -¨) are not allowed.
- You must not leave a blank or a space after you have finished to write the name or last name.
- Do not cut, copy or paste in the Excel sheet.
- Do not change or add columns or rows in to the Excel format.
- In some authorized travel documents, within the context of regional agreements, they have no expiration date. In this case, you must fill the field “Fecha de expiración de documento” (Document expiration date), as in the following example: 3000-12-31.
- This service is required only for the users that **do not use this website**: ARINC eGov Portal (<https://egov.arinc.net/eGov-Mexico/index.jsp>).

This Excel must be sent to this email account: **apisinm@inami.gob.mx**.

**The above in accordance with the Migration Law, its Regulations, the agreement by which the General Guidelines for the transmission of electronic lists of passengers, crew and means of transportation to the National Migration Institute are issued, published on November 8, 2012; and the notice informing regular and non-regular international passenger air transport service companies of the electronic and coordination mechanism necessary for the reception and processing of information related to passengers, crew and means of transport. transportation entering or leaving the country, in accordance with article 46 of the Migration Law, published on November 14, 2013 in the Official Gazette of the Federation.**