

Filling guide of the format to send of the passengers and crew members lists, the ones who enter by sea

Format to capture the passengers and crew members information.

1. Name of the document

The name of the file must be in the following presentation in order for it to be found fast and simple.

PTO_ARV_AAAAMMDD_EMBARCACION.xls

- **PTO** Is the entry or exit port.
- **ARV** It means it is an arrival.
- **DEP** It means it is a departure.
- **AAAAMMDD** Is the date of the arrival or departure (YYYY-MM-DD).
- **Name of the embarkation or the boat.**

Example:

ICZ_ARV_20100727_SEAQUEEN.xls

The name will be used when we search on the system.

2. Upload File

The upload file it's formed by two sections: with the passengers information and the crew members information.

2.1 Embarkation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	cadena(50)	cadena(20)	cadena(50)	cadena(100)	cadena(100)	cadena(13)	cadena(100)	cadena(2) [ISO2]	cadena(100)	cadena(10) [dd/mm/aaaa]	cadena(5) [hh:mm][24hrs]	cadena(2) [ISO2]	cadena(100)	cadena(10) [dd/mm/aaaa]	cadena(5) [hh:mm][24hrs]	Entero	cadena(100) abrevs puertos meicanos separados por coma
2	Bandera del Barco	* Matricula de la Embarcación	* Número IMO (Organización Marítima Internacional)	* Nombre de embarcación	* Agencia consignataria o marina	* Tipo de Embarcación	Compañía	* País de partida	* Puerto de partida	* Fecha de partida	* Hora de partida	* País de arribo	* Puerto de arribo	* Fecha de arribo	* Hora de arribo	* Número de personas a bordo	Itinerario
3	MALTA	9HRJ9	9362530	CELEBRITY SOLSTICE	PIMEVA	CRUCEPO	CELEBRITY CRUISES INC.	US	SAN DIEGO	05/04/2023	18:00	MX	PUERTO DE ENSENADA	07/04/2023	08:00	3816	SAN DIEGO, AI
4																	

The first section has the following data:

Ship's (Boat) flag [Bandera del barco]: It must include only alphabetic characters; in this field you could write up to 50 digits (letters).

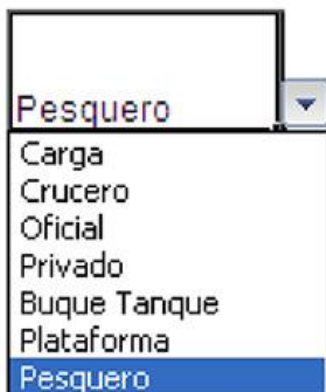
Registration of the Embarkation (required) [Matrícula de la embarcación]: It must include the registration of the embarkation; in this field you could write up to 20 digits.

International Maritime Organization Number "IMO" (required): This field contains the IMO number, the one corresponding to the embarkation, in this field you could write up to 50 digits.

Embarkation's Name (required) [Nombre de embarcación]: This field has the name of the embarkation (only in CAPITAL LETTERS) in this field you could write up to 100 digits.

Consignee or Marine Agency (required) [Agencia consignataria o marina]: This field will have the name of the consignee or marine agency (only in CAPITAL LETTERS) in this field you could write up to 50 digits.

Embarkation type (required) [Tipo de embarcación]: This field must contain the embarkation type. The options to select are: Cargo, Cruise, Official, Private, Tanker, Platform and Fishing Vessel (this could be filled with the options that appear in the pull-down menu once you click on the cell):



Company [Compañía]: It will contain the name of the shipping company that promotes that transportation; in this field you could write up to 100 digits.

2.1.1 Arrival

Departure country (required) [País de partida]: The departure country could be selected from a list that contains every nomenclature in the “Países y Puertos” (Countries and Ports) sheet (located at the end of the file).

Departure port (required) [Puerto de partida]: It will contain the foreign departure port belonging to the selected country; in this field you could write up to 100 digits.

Departure date (required) [Fecha de partida]: It will contain the departure date of the selected country. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy**.

Departure time (required) [Hora de partida]: It will contain the departure time of the selected country. In this field you could write up to 5 digits in the corresponding cell, with the following format: **hh:mm** (hours and minutes) in the 24hrs format from 00:00 to 23:59.

Arrival country (required) [País de arribo]: You must write **MX**, as well you could find each nomenclature in the “Países y Puertos” (Countries and Ports) sheet (located at the end of the file).

Arrival port (required) [Puerto de arribo]: It will contain the Mexican arrival port. In this field you could write up to 100 characters.

Arrival date (required) [Fecha de arribo]: It will contain the date of the arrival at the port. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy**.

Arrival time (required) [Hora de arribo]: It will contain the arrival time at the Mexican port. In this field you could write up to 5 digits in the corresponding cell, with the following format: **hh:mm** (hours and minutes) in the 24hrs format from 00:00 to 23:59.

2.1.2 Departure

Departure country (required) [País de zarpe]: You must write **MX**, as well you could find each nomenclature in the “Países y Puertos” (Countries and Ports) sheet (located at the end of the file).

Departure port (required) (Puerto de zarpe): It will contain the Mexican departure port. In this field you could write up to 100 characters.

Departure date (required) [Fecha de zarpe]: It will contain the departure date of México. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy**.

Departure time (required) [Hora de zarpe]: It will contain the departure or arrival time of the selected country. In this field you could write up to 5 digits in the corresponding cell, with the following format: **hh:mm** (hours and minutes) in the 24hrs format from 00:00 to 23:59.

Arrival country (required) [País de arribo]: The arrival country could be selected from a list that contains every nomenclature in the “Países y Puertos” (Countries and Ports) sheet (located at the end of the file).

Arrival port (required) [Puerto de arribo]: It will contain the foreign arrival port belonging to the selected country. In this field you could write up to 100 characters.

Arrival date (required) [Fecha de arribo]: It will contain the date of the arrival to the country. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy**.

Arrival time (required) [Hora de arribo]: It will contain the time of the arrival to the Mexican port. In this field you could write up to 5 digits in the corresponding cell, with the following format: **hh:mm** (hours and minutes) in the 24hrs format from 00:00 to 23:59.

Number of people on board (required) [Número de personas a bordo]: This field contains the number of people on board. Only numerical values can be captured.

Itinerary [Itinerario]: This field contains the ports through which the ship will touch Mexican lands, the capture of the ports will be abbreviated by 3 characters separated by commas, e.g. ENS, MZN, MNZ corresponding to the ports Ensenada, Mazatlán and Manzanillo.

On this section, the system won't process the file if there is any field **required** that is in blank.

	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	cadena(200)	cadena(100)	cadena(1) [M ó F]	cadena(10) [dd/mm/aaaa]	cadena(2) [ISO2]	cadena(2) [ISO2]	cadena(20)	cadena(2) [ISO2]	cadena(10) [dd/mm/aaaa]	cadena(10) [dd/mm/aaaa]	cadena(20)	cadena(1) [P = pasajero ó C = tripulante]
2	*Apellidos	*Nombres	*Sexo	*Fecha de nacimiento	Pais de nacimiento	*Nacionalidad	Número de pasaporte	Pais de expedición	Fecha de expedición	Fecha de expiración	Número de libreta de mar	*Tipo de pasajero P/C
3	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	18/10/1983	MX	MX	GXXXXXXXX	MX	11/06/2014	11/06/2024		P
4	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	21/07/1976	MX	MX	GXXXXXXXX	MX	12/05/2017	12/05/2027		P
5	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	03/01/1973	MX	MX	GXXXXXXXX	MX	28/06/2016	28/06/2026		P
6	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	02/08/1974	MX	MX	GXXXXXXXX	MX	15/07/2021	15/07/2031		P
7	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	21/12/2015	US	US	GXXXXXXXX	US	27/04/2017	26/04/2027		P
8	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	11/04/2018	US	US	GXXXXXXXX	US	16/01/2019	15/01/2024		P
9	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	28/04/1955	US	US	GXXXXXXXX	US	23/07/2018	22/07/2028		P
10	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	17/11/2013	US	US	GXXXXXXXX	US	23/01/2014	22/01/2024		P
11	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	17/11/2013	US	US	GXXXXXXXX	US	23/01/2014	22/01/2024		P
12	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	27/05/1974	VE	VE	GXXXXXXXX	VE	31/10/2021	31/10/2031		C
13	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	24/01/1958	US	US	GXXXXXXXX	US	20/02/2019	19/02/2029		C
14	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	14/11/1965	US	US	GXXXXXXXX	US	01/06/2014	31/05/2024		C
15	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	25/10/1962	CA	CA	GXXXXXXXX	CA	22/07/2016	22/07/2026		C
16	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	20/05/1985	CO	CO	GXXXXXXXX	CO	19/01/2016	19/01/2026		C
17	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	F	30/03/1969	MX	MX	GXXXXXXXX	MX	27/08/2014	27/08/2024		C
18	XXXXXXXX XXXXXX	XXXXXXXX XXXXXX	M	01/09/1996	US	US	GXXXXXXXX	US				C

Last name (required) [Apellido]: This field will contain the last names of the passengers or crew members (only in CAPITAL LETTERS). The field **accepts** blanks and special characters. In this field you could write up to 200 characters.

Name (required) [Nombre]: This field contains the names of the passengers or crew members (only in CAPITAL LETTERS) the field accepts blanks and special characters. In this field you could write up to 100 characters.

Sex (required) [Sexo]: In this field you must select the sex of the persons on board. This could be filled with the options that appear in the pull-down menu once you click on the cell:

- F- Femenino (Female)
- M- Masculino (Male).

Birthdate (required) [Fecha de nacimiento]: In this field you must write the birthdate of the passengers or crew members on board. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy**.

Country of birth [País de nacimiento]: In this field you must write the country of birth of the passengers or crew members in the ISO2 format.

**In the Excel file on the “Países y Puertos” (Countries and Ports) there is a list of the countries with the corresponding abbreviations.*

Nationality (required) [Nacionalidad]: In this field you must write the nationality of the passenger or crew member in the ISO2 format.

**In the Excel file on the “Países y Puertos” (Countries and Ports) there is a list of the countries with the corresponding abbreviations.*

Passport number [Número de pasaporte]: In this field you must write the passport number of the passengers and crew members. In this field you could write up to 20 characters.

Expedition country [País de expedición]: In this field you must write the nomenclature of the country of issue of the passport.

**In the Excel file on the “Países y Puertos” (Countries and Ports) there is a list of the countries with the corresponding abbreviations*

Expedition date [Fecha de expedición]: In this field you must write the expedition date of the passport. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy.**

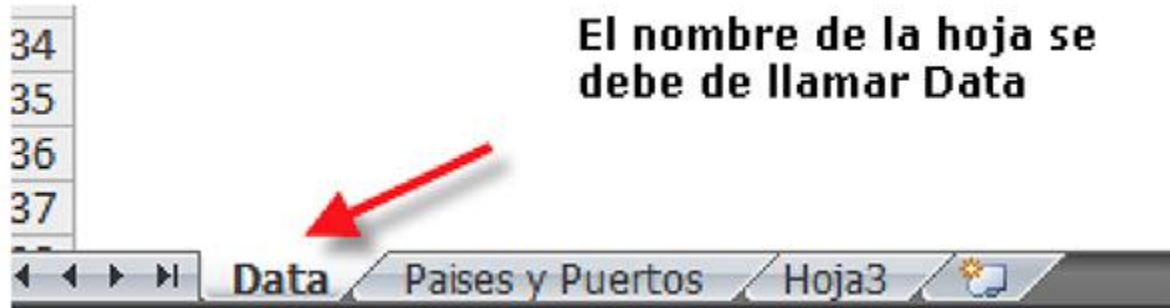
Expiration date [Fecha de expedición]: In this field you must write the expiration date of the passport. In this field you could write up to 10 digits in the corresponding cell, with the following format: **dd/mm/yyyy.**

Seaman’s Book Number [Número de libreta de mar]: In this field you must write the seaman’s book number of the passenger or crew member. In this field you could write up to 20 characters.

Passengers type (required) [Tipo de pasajero]: This field will be used to differentiate the type of personnel on board. It will contain the letter P for passenger or the letter C if it is a crew member.

3. File Requirements

- The file must be in Excel 2003 format.
- A file must be uploaded for each port of arrival or departure. If it has the same name (of the file), it will overwrite it without saving the previous file.
- The sheet that contains the information (data) of the passengers and crew members it must be named **“DATA”**:



The above in accordance with the Migration Law, its Regulations and the agreement by which the General Guidelines for the transmission of electronic lists of passengers, crew and means of transport to the National Migration Institute are issued, published on November 8, 2012.