



## **Bahamas Checklist From The United States to the Bahamas**



### **REQUIRED (must be done):**

1. File a Flight Plan (DVFR or IFR)
2. File an e-APIS manifest outbound (we recommend doing the inbound at the same time)
3. Must have a Coast Guard approved life jacket for each person onboard.
4. Activate Flight Plan before leaving Florida. Radio frequencies:
  - Palm Beach 122.40
  - Miami/Fort Lauderdale 122.20
  - Fort Pierce 122.55
5. Prior to landing, close your flight plan with Nassau radio on 124.2 or 128.00. In order to close you may call 1-800-WXBRIEF or Nassau 1-242-377-7176. You can also use the blue phone at your disposal at your airport of entry free of charge.
6. Must land at an airport of entry (AOE) to clear customs and immigration.
7. Need to turn in 3 copies of the C7A general declaration form as well as a Bahamas immigration card – 1 per person.
8. By cooperating with customs and immigration they will be happy to help you.
9. If you fly VFR, you can contact Miami Flight Service for flight following and issuing a discreet squawk code. Frequencies are:
  - Fort Pierce 132.25
  - Palm Beach area 124.6
  - Fort Lauderdale Executive 128.6
  - Fort Lauderdale International 125.7, 133.85, 134.6
10. Close VFR Flight Plan

### **Procedures**

1. Flight plan filing – call 1-800-WXBRIEF and file your flight plan over the phone. Computer based systems are also valid such as [www.fltplan.com](http://www.fltplan.com).
2. File the e-APIS manifest – before filing the e-APIS manifest you need to enroll in the e-APIS manifest program. See attached index.
3. Navigate the e-APIS program to enter pilot and crew information as well as airplane information. This needs to be done ahead of time but at least one hour prior to departure. You need to submit a notice of departure. All of these first three items are described on the attached index below.
4. You do not need to depart from a US Airport Of Entry (AOE).
5. Close the flight plan.
6. Clear Bahamian customs.

# Flying To The Bahamas

## e-APIS Checklist

**What is e-APIS?** electronic Advance Passenger Information System  
An online pilot reporting tool, use by pilots of private aircraft flying into and out of the United States.

**Why e-APIS?** In November 2008, DHS passed a rule requiring pilots of private aircraft to electronically submit a passenger/crew manifest of flight information at least 60 minutes prior to departure for flight departing or entering the U.S. Mandatory as of May 18, 2009.

### **Enrolling in e-APIS** To be done only one time, a week ahead of your travel date

1. Pilots can actually file an e-APIS manifests hours, days, or even weeks ahead of their flight
2. Must file an e-APIS manifest before leaving the U.S.
3. Enrollment is the first step – Visit <https://eapis.cbp.dhs.gov>.
4. The Terms and Conditions screen will appear. After reviewing the document, select **I agree** and click **Next**.
5. The Select Account Type screen will appear. Select **Private Aviation** and click **Next**.
6. Enter the pilots contact information. You may also enter alternate POC (Point-of-Contact) information.
7. At the bottom of the screen, you need to create a password and enter it twice and write it down because you will need it again, then click **Next**.
8. On next screen, review the Point-of-Contact, then click **Complete Enrollment**.
9. The next screen will confirm your enrollment in e-APIS.
10. At this point, you will need to wait for an email confirmation from CBP in order to activate your account.
11. When your confirmation email arrives, it will contain your **sender ID** and **activation key**.
12. Return to <https://eapis.cbp.dhs.gov>. Enter your **sender ID** and **password** (which you created previously) and then click **Log In**.
13. On the screen enter your **activation key** from CBP email, then click **Activate**.
14. The Terms and Conditions screen will appear. After reviewing the document, select **I agree** and click **Next**.

### **Navigating e-APIS** – To be done only one time, a week ahead of your travel date.

Basic Functions Overview and Adding Pilot/Crew Information

**The Main Manifest Options Page** has three (3) tabs that list the basic e-APIS functions:

- a) **Traveler Options** – This is the tab you will use most often, functions for adding/updating pilot and crew information and submitting departure and arrival notices.
- b) **Manager Account** – This tab will be used only if you need to modify your existing account/password.
- c) **Upload Manifest** – You will use this tab if you intend to store passenger manifest data on your computer for ease of submission.

1. From the Traveler Options click **Update or Create** to begin.
2. On the next screen, click **Add Crew** to enter information about the pilot and flight crew. When the Add New Crew Member screen appears, enter the requested information.
3. For the pilot, click pilot from the drop-down menu, also enter pilot's certificate information in the Document 2 section. When finished, click **Add Crew**. Information you have entered will be stored and will appear at the bottom of the page.

## 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 Departure

1. Start by clicking **Submit** “Notice of Departure” and The Notice of Departure 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 departure information – If your departure airport is not an official U.S. Port Of Entry (POE), then enter the nearest (POE), and note the actual airport of departure in the Departure Location Description Box.
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 departure.

## 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.