

JOINT REGIONAL COMMUNICATIONS CENTRE



AVIATION CARRIERS

CARICOM ADVANCE PASSENGER INFORMATION (API) GUIDELINES



CARICOM ADVANCE PASSENGER INFORMATION GUIDELINES

WHAT IS APIS?

Advance Passenger Information (API) is data provided to the Joint Regional Communications Centre (JRCC) prior to the arrival and departure of an aircraft or vessel at each port of entry in participating Member States. It contains a complete list of persons (**crew and passengers**) on board including their biographic data and carrier information.

The JRCC has been nominated by all participating states as the agent/representative for the collection/collation and vetting of API for ALL Air and Sea Carriers arriving at and departing from each Member State.

1. PARTICIPATING MEMBER STATES (DOMESTIC SPACE COUNTRIES)

- a. Antigua and Barbuda
- b. Barbados
- c. Dominica
- d. Grenada
- e. Guyana
- f. Jamaica
- g. St. Kitts and Nevis
- h. St. Lucia
- i. St. Vincent and the Grenadines
- j. Trinidad and Tobago

Note: All CARICOM Member States and Associate States are being encouraged to participate.

2. JRCC TELEPHONE CONTACT INFORMATION

(246) 435-4066 - Airline
(246) 436-7790 - Maritime
(246) 434-0933 - eAPIS

JRCC EMAIL ADDRESS: apis-support@impacsjrcc.org



3. METHODS OF TRANSMISSION

The JRCC has made available various methods of transmission for the submission of API. Carriers may choose any one of the following methods:

ARINC (Aeronautical Radio Incorporated)

- **COMMERCIAL CARRIERS**

(Private Carriers may use this method, if capability exists)

Telex address - **BGICUXH**

JRCC Web Portal – www.caricomeapis.org

- **CARRIERS** (Carriers who do not utilize ARINC may consider this option).

Web Service - Carriers should contact the JRCC for programming information via apis-support@impacsjrcc.org in order to use this service.

4. DATA FORMATS

- i. UN-EDIFACT PAXLST (**Crew** and **Passenger** Information)
A file with “.edi” extension maybe submitted through any of the transmission methods listed above.
- ii. XML File (utilizing CARICOM XML Schema)
Contact JRCC via apis-support@impacsjrcc.org
- iii. XLS Spreadsheet (ONLY the JRCC downloadable spreadsheet available at www.caricomeapis.org)
Carriers using this method are required to register first.



5. JRCC WEB PORTAL

The JRCC Web Portal is accessible at www.caricomeapis.org
Persons desirous of using this site MUST create a user account by first registering.

Persons encountering any difficulties should contact the JRCC for assistance.

1(246) 435-4066
1(246) 436-7790
1(246) 429-7931
1(246) 434-0933

***FOR SYSTEM FAILURE HAMPERING THE SUBMISSION OF API CONTACT THE JRCC**

6. TIMINGS FOR SUBMISSION OF API

a. COMMERCIAL AIR CARRIERS

ARRIVALS

- i. **Arrival from a port outside the Domestic Space**
No later than Fifteen (15) Minutes **After** Departure **from** a port outside the Domestic Space.
- ii. **Arrival from a port within the Domestic Space**
No later than Fifteen (15) Minutes **After** Departure **from** a port within the Domestic Space.



DEPARTURES

- i. **Departure to a port outside the Domestic Space**
No later than Fifteen (15) Minutes **After** Departure **to** a port outside the Domestic Space.
- ii. **Departure to a port within the Domestic Space**
No later than Fifteen (15) Minutes **After** Departure **to** a port within the Domestic Space.

b. PRIVATE AIRCRAFT

ARRIVALS

- i. **Arrival from a port outside the Domestic Space**
No later than Thirty (30) Minutes **Before** Departure **from** a port outside the Domestic Space.
- ii. **Arrival from a port within the Domestic Space**
No later than Thirty (30) Minutes **Before** Departure **from** a port within the Domestic Space.

DEPARTURES

- i. **Departure to a port outside the Domestic Space**
No later than Thirty (30) Minutes **Before** Departure **to** a port outside the Domestic Space.
- ii. **Departure to a port within the Domestic Space**
No later than Thirty (30) Minutes **Before** Departure **to** a port within the Domestic Space.



7. NAMING CONVENTION FOR ALL FILES UPLOADED THROUGH THE WEB PORTAL

For easy identification of your API the following naming convention is required for the filename submitted.

Flight number – date and time departed – date and time arrived with the extension “.edi”

Flight ID	IATA Airline code and flight number (no spaces) example: RA07 <i>(For Carriers that do not have an IATA designation use registration number as it appears on the aircraft)</i>
Departure Date	yymmdd
Departure Time	hhmm (24 hour format)
Arrival Date	yymmdd
Arrival Time	hhmm (24 hour format)
Passenger or Crew	P or C (as appropriate)

Followed by the file type – “.edi” for UN-EDIFACT Files only
For example:

RA07-0812020845-0812021145P.edi (P for Passenger Data)
RA07-0812020845-0812021145C.edi (C for Crew Data)

NB: *Departure and Arrival times for passenger and crew must correspond.*

XML and XLS file extension will be appended automatically.



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For example:

Flight ID

**Arrival information
(yymmddhhmm)**

RA07-0812020845-0812021145

**Departure information
(yymmddhhmm)**



API DATA ELEMENTS

Data relating to flight:

- **Flight Identification – (Mandatory) Validate**
(IATA Airline code and flight number)
For carriers which do not have an IATA designation, use aircraft registration as it appears on the aircraft
Data Type: String Length: 30
- **Scheduled Departure Date – (Mandatory) Validate**
Date of scheduled departure of aircraft
(Based on local time of departure location)
(YYYY-MM-DD) XML
(YYMMDD) UNEDIFACT
(YYYY/MM/DD) XLS
Data Type: Date
- **Scheduled Departure Time – (Mandatory) Validate**
Time of scheduled departure of aircraft
(Based on local time of departure location)
(24 Hour format as HH:MM:SS)
Data Type: Time
- **Scheduled Arrival Date– (Mandatory) Validate**
Date of scheduled arrival of aircraft
(Based on local time of arrival location)
(YYYY-MM-DD) XML
(YYMMDD) UNEDIFACT
(YYYY/MM/DD) XLS
Data Type: Date



- **Scheduled Arrival Time – (Mandatory) Validate**
Time of scheduled arrival of aircraft
(Based on local time of departure location)
(24 Hour format as HH:MM:SS)
Data Type: Time
- **Last Place/Port of Call of Aircraft – (Mandatory) Validate
(Departure Port)**
(Aircraft departed from this last place/port of call to go to “place/port of aircraft initial arrival”)
Flight: 3 Letter Airport Code
- **Place/Port of Aircraft Initial Arrival – (Mandatory) Validate
(Arrival Port)**
(Place/port in the country of destination where the aircraft arrives from the “last place/port of call of aircraft”)
Flight: 3 Letter Airport Code
- **Subsequent Place/Port of Call within the country/domestic space –
(Mandatory)**
(Subsequent place/port of call within the country/domestic space)
Flight: 3 Letter Airport Code
- **Number of Passengers on board – (Mandatory) Validate**
(Total number of passengers)
Data Type: Number Length: 6
- **Number of Crew on board – (Mandatory) Validate**
(Total number of crew on board)
Data Type: Number Length: 6



Data relating to each individual on board:

(Core Data Elements of the Official Travel Document)

- **Official Travel Document Type – (Mandatory) Validate**
(Indicator to identify type of travel document)
Data Type: String Length: 60
- **Official Travel Document Number – (Mandatory) Validate**
(Passport or other official travel document number)
Data Type: String Length: 30
- **Issuing State or Organization of the Official Travel Document – (Mandatory) Validate**
(Name of the State or Organization responsible for the issuance of the official travel document)
(3 letter ISO Country Code) UNEDIFACT and XLS
(2 letter ISO Country Code) XML
(Nationality of the holder)
Data Type: String Length: 3
- **Expiration Date of Official Travel document – (Mandatory) Validate**
(Expiration date of the official travel document)
(YYYY-MM-DD) XML
(YYMMDD) UNEDIFACT
(YYYY/MM/DD) XLS
Data Type: Date
Persons travelling with a travel document without an expiry date should use the default date for the end of the current year until further notice. i.e. 2008 – the current year, the default date should be 2008-12-31
- **Last Name – (Mandatory) Validate**
(Last Name of the holder as it appears on the official travel document.)
Data Type: String Length: 50



- **First Name – (Mandatory) Validate**
(Last Name of the holder as it appears on the official travel document.)
Data Type: String Length: 50
- **Middle Name – (Optional)**
(Middle Name of the holder as it appears on the official travel document.)
Data Type: String Length: 50
- **Nationality – (Mandatory) Validate**
(Nationality of the holder)
(3 letter ISO Country Code)
(Nationality of the holder)
Data Type: String Length: 3
- **Date of Birth – (Mandatory) Validate**
(Date of birth of the holder)
(YYYY-MM-DD) XML
(YYMMDD) UNEDIFACT
(YYYY/MM/DD) XLS
Data Type: Date
- **Gender – (Mandatory) Validate**
(Gender of the holder)
(Male or Female) XML
(M or F) UNEDIFACT
(M or F) XLS
(Gender of the holder)
Data Type: Char Length: 6
- **Place of Birth – (Mandatory)**
(Place of birth such as city and country)
Data Type: String Length: 50
- **Traveler's Status – (Mandatory)**
(Passenger, Crew, In-transit)
Data Type: String Length: 25



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- **Place/Port of Original Embarkation (Departure) – (Mandatory) Validate**
(Place/Port where traveler originates foreign travel)
Flight: 3 Letter Airport Code
Data Type: String Length: 5
 - **Place/Port of Clearance – (Mandatory) Validate**
(Place/Port where traveler is cleared by the border control agencies)
Flight: 3 Letter Airport Code
Data Type: String Length: 5
 - **Place/Port of Onward Foreign Destination (Next port) – (Optional)**
(Foreign place/port where traveler is transiting to)
If traveler is not cleared by border control agencies indicate next port of arrival for this data element
Flight: 3 Letter Airport Code
Data Type: String Length: 5

Please be advised that in the near future carriers will be required to transmit data elements for **Primary Residence** (where traveler resides for most of the year) and **Destination Address** under Data Relating to Each Individual Passenger. The Joint Regional Communications Centre (JRCC) will inform carriers in advance thereby giving them the opportunity to make all changes necessary to capture the information and transmit it to the Centre.



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Data relating to the Reporting Party:

- **Reporting Party Name – (Mandatory) Validate**
(Full Name of Reporting Party)
Data Type: String Length: 150
- **Reporting Party Telephone Number – (Mandatory) Validate**
(Telephone Number of the Reporting Party)
Data Type: String Length: 20
- **Reporting Party Facsimile – (Mandatory) Validate**
(Facsimile Number of the Reporting Party)
Data Type: String Length: 20

GLOSSARY OF TERMS

Optional:	The Field can be omitted.
Mandatory:	Information is required.
Validate:	Application must check that the field is not empty or blank.

The information contained in this document is subject to change.



AIRPORTS WITHIN PARTICPATING MEMBER STATES (DOMESTIC SPACE COUNTRIES)

Below is a list of Airports within the ten(10) Domestic Space Countries along with each countries two(2) letter ISO country code.

Antigua and Barbuda

Code	Details
AG	Two(2) letter ISO country code
ANU	VC Bird International Airport
BBQ	Codrington Airport

Barbados

Code	Details
BB	Two(2) letter ISO country code
BGI	Grantley Adams International Airport

Dominica

Code	Details
DM	Two(2) letter ISO country code
DOM	Melville Hall Airport
DCF	Cane Field Airport

Grenada

Code	Details
GD	Two(2) letter ISO country code
GND	Point Salines International Airport
CRU	Carriacou Airport

Guyana

Code	Details
GY	Two(2) letter ISO country code
GEO	Cheddi Jagan International Airport
AHL	Aishalton
LTM	Lethem
OGL	Ogle



Jamaica

Code

JM

KIN

MBJ

OCJ

POT

MVJ

NEG

KTP

Details

Two(2) letter ISO country code

Norman Manley International Airport

Sangster International Airport

Boscobel

Ken Jones

Marlboro

Negril

Tinson

St. Kitts and Nevis

Code

KN

SKB

NEV

Details

Two(2) letter ISO country code

Robert L. Bradshaw International Airport

Vance W. Amory International Airport

St. Lucia

Code

LC

SLU

UVF

Details

Two(2) letter ISO country code

George F. Charles

Hewanorra International Airport

St. Vincent and the Grenadines

Code

VC

SVD

BQU

CIW

MQS

UNI

PLI

Details

Two(2) letter ISO country code

E. T. Joshua Airport

J. F. Mitchell Airport

Canouan Island Airport

Mustique Island Airport

Union Island Airport

Palm Island Airport



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Trinidad and Tobago

Code

TT

POS

TAB

Details

Two(2) letter ISO country code

Piarco International Airport

Crown Point Airport