

## MMCN – Check List

The following information is a checklist on clearing customs upon your arrival at Ciudad Obregon (MMCN). Please remember that everything is subject to change at any time. There is very little consistency when it comes to protocol while flying in and out of Mexico.

- 1) Upon arrival, military personnel may greet you at your aircraft. They are looking for your “landing document” that was previously printed from the EAPIS website.
- 2) A Mexican Customs Official may greet you at your aircraft and will want to inspect the rear baggage area of your aircraft.
- 3) Contact the fuel truck driver and order your fuel. You will need to wait by your aircraft until fueling is complete and you sign and obtain a receipt for your fuel purchase.
- 4) Visit the Comandante/Inspector’s Office (a small corner office facing the ramp). He will verify your Multi-Entry Permit, registration, pilot license, and sign and **STAMP** your flight plan.
- 5) Proceed to the fuel cashier, located two doors down from the Comandante’s Office. You will pay for your fuel and landing fee. Make sure you obtain a **STAMP** on the back of your flight plan.
- 6) Proceed to the Customs/Immigration Office located in the main terminal. Customs will **STAMP** your arrival report and Flight Plan. Immigration will also **STAMP** your documents once your passengers have paid their VISA fees. You will need to complete a VISA card while at the Immigration Office. Make sure you receive your **STAMPS** or you will be returning.
- 7) Proceed to the Flight Dispatcher’s Office, building directly behind the Comandante’s Office. They will inspect your ICAO Flight Plan and ensure that all **STAMPS** are complete.
- 8) The flight dispatcher will notify the Tower that you are cleared for departure.

**NOTE:** If obtaining your Multi-Entry Permit, you will need to show the Comandante your current insurance policy, pilot medical, pilot license and current aircraft registration.

---