



**JETCROM**

Ground Support

We really appreciate your preference for choosing JETCROM as your handler for your operations at Mexico. JETCROM will provide your HANDLING SERVICES in more than 60 airports in Mexican territories, such as authorities coordination on international flights, landing permit arrangements, catering, ground transportation, hotel reservations, ground support equipment arrangements, etc



To provide you with the best services, based on your information request, please find below the required paperwork to expedite your arrival into the country.

### **General Documents for a PART 91**

#### **A) Standard Airworthiness Certificate**

#### **B) Registration Certificate**

**C) Current World Wide Insurance Certificate.** (If your WW insurance certificate includes the note: The Mexican Territory is covered then the Mexican insurance certificate will not be necessary but if not contact your insurance and ask for a Mexican endorsement or to include the mentioned note)

**D) Current Mexican Insurance Certificate.** In order to satisfy the requirements for the landing permit the Mexican authority the DGAC is requesting the following:

- 1.- The sheet of the policy with the PAID stamp.
- 2.- The policy cannot be issued for Private and Commercial, at the same time it must be for Private or Commercial usage but not for both.
- 3.- The name of the registered Owner in the registration certificate must be the same as the name of the insured appearing in the policy.

**E) Pilot Licenses.**

**F) Valid Medical certificates.**

**G) Private letter** (Find attached an example of this letter) This letter is necessary to demonstrate the Mexican Authorities that this flight is for Non-Revenue.

**H) Authorization letter** This letter is necessary to demonstrate the Mexican Authorities that you have given JETCROM the authorization to take care of your landing permit and paperwork during your complete stay into Mexico in your behalf.

4.- In regards to INAMI procedures, please provide us with the following information in order to have filled out the immigration cards:

- a) Full Crew and Passenger Names
- b) Date of Birth
- c) Passport Number
- d) Passport Expiration, Date and Effective Date.
- e) Nationality

5.- Finally and for to have a quick invoice procedure, we have received a part of the information requested; we will be glad if please you can provide us the rest of the information:

Company Name:

Address:

Phone:

Fax:

E-mail:

In relation to the Mexico **EAPIS** JETCROM is able to provide you with this service, We give you many thanks again for your preference, please if there is anything else that we can assist you with do not hesitate and let us know, remember **YOUR SAFETY IS OUR MISSION.**

# GENERAL INFORMATION, ARRIVAL AND DEPARTURES TOLUCA MEXICO. "MMTO"

- JETCROM Operations hours: **24:00 hrs Monday to Sunday**
- Customs Airport of Entry: **Yes Verify NOTAM, Next Page.**
- Email: [ops@jetcrom.com](mailto:ops@jetcrom.com)
- Latitude: **19°20'13"N**
- Longitude: **99°33'58"W**
- Time Zone: **UTC (-) 06:00**  
**STD (-) 05:00**

## Runway Information:

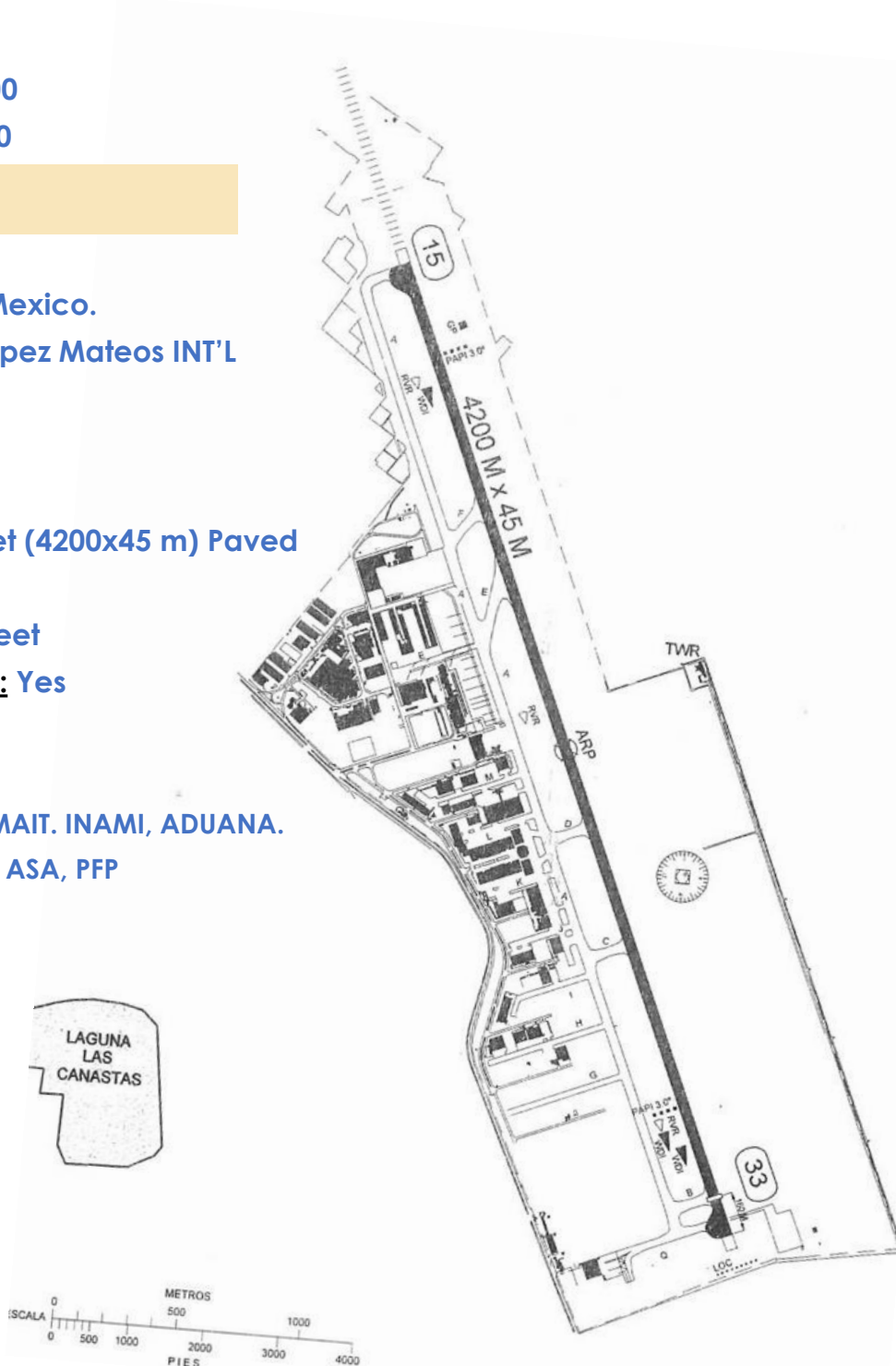
- **Country:** Mexico
- **City:** Toluca Estado de Mexico.
- **Airport Name:** Adolfo López Mateos INT'L
- **ICAO Code:** MMTO
- **IATA Code:** TLC
- **Runway Info:** 15/33
- **Length:** 13780 X 148 Feet (4200x45 m) Paved
- **Surface type:** Asphalt
- **Airport elevation:** 8466 feet
- **Landing permit required:** Yes
- **Federal Authorities:**
  - DGAC. SENEAM. AMAIT. INAMI, ADUANA.
  - SEDENA. SAGARPA. ASA, PFP

## Airport operating hours:

**24 hrs, 07 days at week**

## Arrival/Departure slots:

**No slots required**



# NOTAM TAPACHULA AND COZUMEL

NOTAM

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A) MMFR

B) 0802010001

**C) PERM**

E) ALL THE GENERAL AVIATION AIR OPERATIONS WITH FINAL DESTINATION OR TECHNICAL STOP IN ANY MEXICAN AIRPORT, COMING FROM THE SOUTH, CENTRAL AMERICA AND THE CARIBBEAN, WILL MUST USE JUST LIKE ENTRY AIRPORTS TO THIS COUNTRY THE FOLLOW: TAPACHULA MMTP AND COZUMEL MMCZ.

NOT APPLY FOR OFFICIAL AIRCRAFTS OR GENERAL AVIATION AIRCRAFTS IN CASE TRANSPORTING OFFICIALS OF THE FOLLOWING RANGES: HEAD OF STATE, HEAD OF GOVERNMENT, MINISTER, DEPUTY MINISTER OR SPECIAL ENVOY, WITH A PREVIOUS DIPLOMATIC LETTER.

MMTP AND MMCZ AIRPORTS WILL BE OPERATING 24 HRS

## ARRIVALS TO TOLUCA MEXICO

All aircraft arriving to Toluca Mexico must clear customs authorities at the main terminal building.

The crewmembers are encouraged to brief the passengers about this special inspection by the Federal Customs Regulation

### Aircraft must arrive and park at the customs ramp. SPOT Gap 1-A or 1B

1. Flight following will be provide to all user including ETD, ATD, ETA, ATA, maintaining full communication with crew members and staff operations for additional information via email: **ops@jetcrom.com**
2. After landing airplane will be park at spot gap 1A or 1B, handling staff will make Aircraft Marshalling to indicate the airplane the correct gap assigned by Airport Authority.
3. Handling staff will greet crew members and passengers on board the airplane to indicate the procedure for clearing customs and at the same time will ask for passport and signatures for immigration and customs forms.
4. In the meantime, luggage from the cargo door will be unload by ramp staff and taken to customs.
5. Passengers and crew members shall deplane and walk into the Immigration and customs building.
6. Simultaneously, Agriculture and Federal Police will board the plane to perform a quick turn and round revision.

Passengers and Crew Members will clear customs at Toluca Mexico as follow:

#### A) Instituto Nacional de Migracion "INAMI"

1. Once inside the terminal building, each passenger individually will deliver their passport and immigration form. (Complete passengers and crew members information will be sent previously in order to get filled the form and expedite the procedure).
2. The maximum days assigned by the authority INAMI is as follow, for passengers are 180 natural days and crewmembers 07 natural days, in the case the crewmembers need to stay more time, please advised well in advanced to the handler to obtain an extension of the period for Pilots and Flight Attendance.
3. Names must appear exactly as it does in the passports and it is required to provide a Mexican address where the crew members and passengers will stay during their visit.

## B) Customs

1. The passenger belongings must pass through the X-RAY machine for a primary inspection (estimated time,5 minutes).
2. Money declaration forms must be delivered to the customs agent
3. Names must appear exactly as it does in the passports.
- 4.- Passengers must pass through the automated selection system (pushing a button for a red or green light) for random secondary inspections. If passengers are selected by the red light a revision of their luggage will be done.

Important NOTE: If spare parts, alcohol or weapons are to remain with the aircraft, they should be declared immediately once the door is open.

## C) Agriculture and Health

1. Agriculture and health team will run an inspection to make sure that not allowed items are being transported, for example, raw meat, pork, fruits, vegetables, flowers or seeds.
2. If the officer requires any luggage for an inspection this will be done by the authorities.

## D) Federal Police

1. After customs and agriculture have cleared all bags, Federal Police will perform an independent inspection of all the bags (crew members and passengers as well).
2. After clearance, all crew members and passengers shall re-board the aircraft to taxi and disembark the passengers at FBO.

## Quick Turns and Round Flight.

Quick turns can be done at customs spot 1A and 1B only if not fuel is required and or not additional passengers embark. If fuel is required, quick turn must be done at FBO.

## International flights:

Federal police & army inspections are performed randomly on aircraft, luggage, crew and passengers for both, arrivals and departures for international flights and more certainly for flights to Caribbean, Central and South America.

## DEPARTURES FROM TOLUCA MEXICO

- **For departures, only 3 filters must be done.**
  - 1 INAMI “Immigration”
  - 2) Customs “Aduana”
  - 3) “PFP” Federal Police.
1. Crew and passengers will board the aircraft at the FBO. The aircraft will be pushback to customs ramp where crew members and passengers will deplane to clear **INAMI, ADUANA AND PFP.**
  2. Crew members and passengers as well shall walk to the terminal building to clear customs
  3. A customs officer will inspect the aircraft to make sure no bags were kept on the plane.
  4. INAMI, all passengers and crew members will deliver their passport to the officer.
  5. **ADUANA** will perform a primary inspection of bags into the x-ray machine Afterwards, customs will open crew Luggage and at least one crew member must be present at the moment of inspection.
  6. The handler will give to the passengers the “**customs money declaration**” forms to be sign it. These forms will be handed to the customs officer.
  7. Additionally, **PFP** will perform a second independent inspection of luggage before they are cleared to be loaded on the airplane; all bags will be opened again, passengers and crew members must be present at the moment of the inspection.
  8. **After passengers and crew members are cleared by Immigration, Customs and the Federal Police, they will go back to the aircraft along with the bags (once they are cleared too) and board the plane.**
  9. The luggage will be loaded, the aircraft doors will be closed and it will be clear by Air Traffic Control to **go to the runway for takeoff**
  10. Whether any reason the aircraft needs to go back to the FBO, the whole procedure will be done one more time before takeoff.
  11. Special inspections of aircraft, passengers, cargo, and baggage may be performed by 3 trained dogs (customs, agriculture and federal police) upon departure bound to Centro America, South America and the Caribbean.





We give you many thanks again for your preference, please if there is anything else that we can assist you with do not hesitate and let us know, remember **YOUR SAFETY IS OUR MISSION.**

Yours faithfully.



**THE JETCROM TEAM.**

**YOUR SAFETY IS OUR MISSION.**

E-Mail: [ops@jetcrom.com](mailto:ops@jetcrom.com)

<https://www.jetcrom.com>