



Implementation Agency for Crime and Security



Joint Regional Communications Centre

CARICOM ADVANCE PASSENGER INFORMATION GUIDELINES

WHAT IS APIS?

Advance Passenger Information (API) is data provided to the Joint Regional Communications Centre (JRCC) in advance of arrival 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 Associated 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. TIME OF SUBMISSION

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.

c. **SEA CARRIERS**

ARRIVALS

i. **Arrival from a port outside the Domestic Space**

No later than Twenty Four (24) Hours **Before** Arrival **at** a port within the Domestic Space

ii. **Arrival from a port within the Domestic Space**

No later than One (1) Hour **Before** Arrival **at** a port within the Domestic Space

DEPARTURES

i. **Departure to a port outside the Domestic Space**

No later than Fifteen (15) Minutes **Before** Departure **from** a port within the Domestic Space.

ii. **Departure to a port within the Domestic Space**

No later than One (1) Hour **Before** Arrival at a port within the Domestic Space.

4. **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 these methods, if capability exists)

Telex - **BGICUXH**

JRCC Web Portal –www.caricomeapis.org

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

Web Services - Carriers should contact the JRCC for programming information via apis-support@impacsjrcc.org.



5. DATA FORMATS

- i. UN-EDIFACT PAXLST (Crew and Passenger Information)
A file with “.edi” extension may be 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.

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. NAMING CONVENTION FOR ALL FILES UPLOADED THROUGH THE WEB PORTAL

AVIATION

Flight ID	IATA Airline code and flight number (no spaces) <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

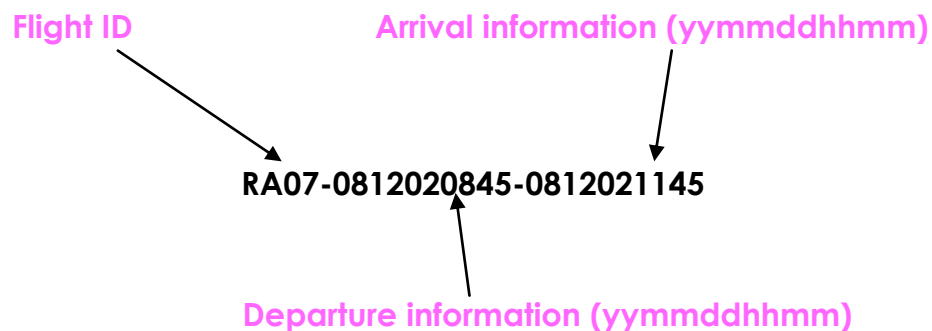
For example:

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

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

XML and XLS file extension will be appended automatically.

For example:





Implementation Agency for Crime and Security



Joint Regional Communications Centre

MARITIME

Vessel ID	(IMO# or Registration#)
Departure Date	yymmdd
Departure Time	hhmm (24 hour format)
Arrival Date	yymmdd
Arrival Time	hhmm (24 hour format)

For example:

IMO or Registration

Arrival information (yymmddhhmm)

9123456-0812020845-0812031145

Departure information (yymmddhhmm)



Data Elements

HEADER DATA RELATING TO FLIGHT:

- **Flight Identification – (Mandatory) Validate**
(IATA Airline code and flight number)
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 – (Optional)**
(Subsequent place/port of call within the country)
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

HEADER DATA RELATING TO VOYAGE:

- **Vessel Identification Number – (Mandatory) Validate**
(Vessel Registration number or IMO number)
Data Type: String Length: 30
- **Vessel Identification Type – (Mandatory) Validate**
(Enter Registration or IMO number)
Data Type: String Length: 30
- **Vessel Name – (Mandatory) Validate**
(Name of Vessel)
Data Type: String Length: 100



- **Country of Registration – (Mandatory) Validate**
(Country where vessel is registered)
2 Letter ISO Country Code (XML)
3 Letter ISO Country Code (XLS)
Data Type: String Length: 2
- **Agent/Owner – (Mandatory) Validate**
(Name of agent or owner for the vessel)
Data Type: String Length: 100
- **Call Sign (where applicable) – (Optional)**
(The official Call Sign of the Vessel)
Data Type: String Length: 60
- **Scheduled Departure Date – (Mandatory) Validate**
Date of scheduled departure of vessel
(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 vessel
(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 vessel
(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 vessel
(Based on local time of departure location)
(24 Hour format as HH:MM:SS)
Data Type: Time
- **Last Place/Port of Call of Vessel– (Mandatory) Validate (Departure Port)**
(Vessel departed from this last place/port of call to go to “place/port of vessel or aircraft initial arrival”)
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5
- **Place/Port of Vessel Initial Arrival – (Mandatory) Validate (Arrival Port)**
(Place/port in the country of destination where the vessel arrives from the “last place/port of call of vessel”)
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5
- **Subsequent Place/Port of Call within the country – (Optional)**
(Subsequent place/port of call within the country)
Vessel: 2 Letter Country Code and 3 Letter Seaport Code (XML only)
Data Type: String Length: 5
- **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 (Aviation and Maritime):



(Core Data Elements of the Official Travel Document)

- **Official Travel Document Type – (Mandatory) Validate**
(Type of travel document used)
Data Type: String Length: 60
- **Official Travel Document Number – (Mandatory) Validate**
(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 Country of issue 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**
(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. 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**

(3 letter ISO Country Code)

(Nationality of the holder)

Data Type: String Length: 3

▪ **Date of Birth (Date of birth of the holder)– (Mandatory) Validate**

(YYYY-MM-DD) XML

(YYMMDD) UNEDIFACT

(YYYY/MM/DD) XLS

Data Type: Date

▪ **Gender – (Mandatory) Validate**

(Male or Female) XML

(M or F) UNEDIFACT

(M or F) XLS

(Gender of the holder)

Data Type: Char Length: 6

▪ **Place of Birth – (Optional)**

(Place of birth such as city and country)

Data Type: String Length: 50

▪ **Place/Port of Original Embarkation (Departure) – (Mandatory) Validate**

(Place/Port where traveler originates foreign travel)

Flight: 3 Letter Airport Code

Vessel: 2 Letter Country Code and 3 Letter Seaport 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

Vessel: 2 Letter Country Code and 3 Letter Seaport Code

Data Type: String Length: 5



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- **Place/Port of Onward Foreign Destination (Arrival) – (Optional)**
(Foreign place/port where traveler is transiting to)
Flight: 3 Letter Airport Code
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5
 - **Traveler's Status – (Optional)**
(Passenger, Crew, In-transit)
Data Type: String Length: 25
 - **Place/Port of Original Embarkation – (Optional)**
(Place/Port where traveler originates foreign travel)
Flight: 3 Letter Airport Code
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5
 - **Place/Port of Clearance – (Optional)**
(Place/Port where the traveler is cleared by the border control agencies)
Flight: 3 Letter Airport Code
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5
 - **Place/Port of Onward Foreign Destination – (Optional)**
(Foreign place/port where traveler is transiting to)
Flight: 3 Letter Airport Code
Vessel: 2 Letter Country Code and 3 Letter Seaport Code
Data Type: String Length: 5

Data relating to the Reporting Party:



Implementation Agency for Crime and Security



Joint Regional Communications Centre

- **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 Fax – (Mandatory) Validate**
(Fax 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.