



Implementation Agency for Crime and Security Joint Regional Communications Centre



# **AVIATION**

**Advance Passenger**

**Information System**

**(APIS)**

**UN/EDIFACT Message Set**

**Implementation Guidelines**

## **Executive Summary**

### **Background**

This document is based on the WCO/IATA/ICAO Advanced Passenger Information Guidelines, as it relates to the Caribbean Community (CARICOM). It contains the technical guidelines for carriers to follow in the preparation and transmission of the passenger/crew manifest data for processing by CARICOM. The technical guidelines are based on the CARICOM Legislative Requirements for Member States participating in APIS. The Joint Regional Communication Centre (JRCC) is the CARICOM entity designated by participating Member States as the Agent for the collection, collation and dissemination of Advance Passenger Information (API) on their behalf.

A standard data format known as UN/EDIFACT - United Nations/Electronic Data Interchange for Administration, Commerce and Trade - was adopted by the United Nations Economic Commission for Europe (UN/ECE). A version of the UN/EDIFACT "PAXLST" message set has been codified by the International Air Transport Association (IATA) and the World Customs Organization (WCO) for worldwide use by all scheduled air carriers and border control authorities. PAXLST message segments, data elements, and code values have been defined as necessary to meet the requirements of CARICOM regulations.

### **Notes:**

1 All examples in this document are fictional. There is no implication that any carriers operate flights with the numbers shown or fly these routes. Any resemblance to real people, their documents or itineraries, or any personal details, is strictly coincidental.

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## 1. Introduction

The purpose of this manual is to provide guidelines to Air Carriers for the preparation and transfer of manifest data to APIS using the UN/EDIFACT PAXLST format. These implementation guidelines identify the technical requirements of CARICOM for collecting passenger and crew data from Air Carriers.

### 1.1 Advance Passenger Information System (APIS)

The CARICOM APIS facilitates research on passengers and crew members on International and Regional flights before their arrival and after departure. APIS collects passenger and crew biographical information from international and regional air carriers and checks this information.

#### 1.1.1 TIMINGS FOR APIS SUBMISSION

**Arrival from a port outside the CARICOM Space:** First submission no later than Forty (40) Minutes before departure with subsequent updates as necessary.

**Arrival from a port within the CARICOM Space:** First submission no later than Forty (40) Minutes before departure with subsequent updates as necessary.

**Departure to a port outside the CARICOM Space:** First submission no later than Forty (40) Minutes before departure with subsequent updates as necessary.

**Departure to a port within the CARICOM Space:** First submission no later than Forty (40) Minutes before departure with subsequent updates as necessary.

### 1.2 UN/EDIFACT Message Format

In 2002, a standard Electronic Data Interchange (EDI) message set was approved for use by the United Nations/Electronic Data Interchange for Administration, Commerce, and Trade (UN/EDIFACT) under the auspices of the United Nations Economic Commission for Europe (UN/ECE). The International Air Transport Association (IATA) and the World Customs Organization (WCO) adopted the Passenger List (PAXLST) message set for use by all scheduled air carriers for the transmission of passenger and crew data to border control authorities. This UN/EDIFACT PAXLST Message Set documentation identifies the format and syntax rules that scheduled air carriers must follow in transmitting data to the designated authority, the Joint Regional Communication Centre (JRCC). Every effort was made to conform to the overall UN/EDIFACT PAXLST standard. The extensions use standard UN/EDIFACT segments and data elements. The UN/EDIFACT CUSRES (Customs Response) message is not currently required by CARICOM. Any requirements of The CUSRES message will be provided in future documentation.

### 1.3 General Notes for this Guide

- This document is intended to be a technical guide for explaining the UN/EDIFACT PAXLST syntax. Some data elements marked as "conditional" under the PAXLST may be mandatory. This guide does not attempt to explain all of the situations in which various conditional elements must be present, and it should not be seen as a substitute for laws and regulations. Every attempt has been made to ensure that this guide conforms to those laws and regulations, but in all cases, laws and regulations take priority over the contents of this guide.
- Frequently, the word "person" or "traveler" is used when an explanation applies equally to either a passenger or a crew member.
- Unless otherwise noted, "crew" also refers to "non-crew". The terms are roughly defined as follows:
  - A "crew" member is defined as a pilot, copilot, and flight engineer, airline management personnel authorized to travel in the cockpit, or cabin crew, or relief crew member.
  - A "non-crew" member is defined as an air carrier employee or family member, or person traveling onboard a commercial aircraft for the safety of the flight (E.g. an animal handler). Note that the non-crew definitions only applies to all-cargo flights - these travelers should be reported as "passengers" on passenger or mixed passenger / cargo flights.

### 1.4 Types of Data Supported by APIS UN/EDIFACT

CARICOM supports two types of transaction data to be reported using the UN/EDIFACT PAXLST. Each type of data must be explicitly identified at the "message" level (i.e. starting with the "UNH" segment) as one of the two types, and different types of data should not be mixed within the same "message". However, passenger and crew flight manifest messages may be reported within the same transmission. The types of data are:

- a) A list of passengers on a passenger flight entering or leaving.
- b) A list of crew members or certain "non-crew" travelers on a flight:
  - entering or leaving on either a passenger or a cargo flight (so-called "passenger" or "cargo" flights)

### 1.5 Functional Uses for the UN/EDIFACT PAXLST Message Set

The PAXLST message is used to support a number of critical information reporting functional requirements. These include the following:

- Passenger Reporting (Updates, Additions, Deletes)
- Crew Reporting (Updates, Additions, Deletes)
- Flight Status (Cancel Flight, Change of Flight Itinerary)

Passenger/Crew Reporting

To add, update or delete a passenger or crew/non-crew member to a flight manifest. Replace the submitted manifest with a completely new manifest. The entire previous file is replaced, not specific data elements, so previously reported segments and elements for the travelers must be reported even if their values have not changed. Any missing segments or elements in the replacement file will be lost. If the lost elements are required, the carrier may be assessed a penalty. The result is that APIS file "A" is replaced by a new version of APIS file "A".

Cancel Flight- XF

The complete originally provided itinerary must be identified in this PAXLST message.

Reduction in Party - RP

The Reduction in Party function removes a passenger from the PAXLST message only those passengers remaining on the flight would be submitted on an update file.

Change Flight Itinerary- CF

The Change Flight Itinerary function alerts JRCC to a change of Flight Itinerary (Flight Number, Arrival/Departure times and airport locations)

## 1.6 Data Communications

### 1.6.1 Air Industry Networks

CARICOM currently supports receipt of transmissions primarily through two air industry oriented networks: Aeronautical Radio Incorporated (ARINC) and Societe Internationale de Telecommunications Aeronautique (SITA). Carriers desiring to use either of these communication services should contact them directly for additional information and technical details.

These networks may have size limits on the size of certain types of messages, which may require certain long messages to be split into multiple "blocks."

**(NOTE: Type "B" messages are no longer limited to a length of 3840 bytes. SITA and ARINC now support Type "B" message lengths up to 64K bytes. The maximum block size is strongly encouraged as this will simplify carriers' systems and result in faster processing.)**

If a message is split into blocks, each block must constitute a stand-alone transaction that can be processed whether or not any other blocks are received. The following guidelines must be followed:

- Each block must have a complete set of UNB, UNH, UNT and UNZ header/trailer segments. If UNA, UNG, and UNE segments are used, they must also be present in each block.



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- Each block must have a BGM segment and contain the TDT and flight itinerary segments.
- A traveler's data must not be split into multiple blocks. If a traveler is identified in a block, all of his or her data must be contained in that block.
- The sender may wish to use fields in the UNH segment to specify a block sequence number and indicate the initial and final blocks that are being sent. However, there is no guarantee that blocks will be received and processed in the order that they were sent. The block sequence numbers and the initial/final indicators for troubleshooting missing or corrupted blocks will be used, but there is no automated validation or reporting of "missing" blocks.

A transmitted message is viewed as a single continuous bit stream; only an EDIFACT segment terminator serves to separate the message into "records" that have any meaning to the APIS system. Some network protocols, such as SITA Type "B" messaging, may require the sender to insert line feeds to break a message into smaller units. Any characters with a value less than x'40' will be removed, causing line feeds or carriage returns to be ignored.

### 1.6.2 Communicating Directly with JRCC

CARICOM is mindful that there are Carriers not in a position to utilize the Air Industry Networks ARINC and SITA to transmit APIs, therefore alternate options were made available to communicate directly to JRCC via the following methods.

#### eAPIS Web Site

Carriers with smaller volumes of APIS submissions have the option of manually uploading their files via the [www.caricomeapis.org](http://www.caricomeapis.org) website. Carriers must create a user account to utilize the site.

#### eAPIS Web Service

This option utilizes a web service for APIS submissions. To obtain the development requirements please submit a request to [ga@impacsjrcc.org](mailto:ga@impacsjrcc.org) for the CARICOM eAPIS Web Service Programming Guide.

## EMERGENCY SUBMISSION POLICY

In the event any technical difficulties are experienced related to Methods of submission, Carrier Applications or CARICOM Systems interruptions the following should be adhered to.

1. **Carrier Application Interruption:** Carriers should ensure their automated application can generate an **.edi** file for manual submission or utilize the JRCC eAPIS spreadsheet to submit the APIS file via manual upload through [www.caricomeapis.org](http://www.caricomeapis.org). Carriers would need to ensure they have an active portal account.
2. **CARICOM eAPIS Portal Interruption:** Carriers submitting via the Web Portal should submit the file (.edi, .xls) via an email attachment to the Joint Regional Communications Centre (JRCC) for internal processing.
3. **ARINC Transmission Interruptions:** Carriers utilizing **ARINC/SITA** to submit their APIs should ensure their application can generate an XML or EDI file, which could then be manually uploaded through the portal. The carriers would need to ensure they have an active portal account.

## ALTERNATE METHODS OF SUBMISSION

Where Primary is Telex:  
Portal (EDIFACT Files)  
Email (EDIFACT Files)

Where Primary is PORTAL:

Email (EDIFACT or eAPIS Spreadsheet)

### Contact Information:

Website: [www.caricomeapis.org](http://www.caricomeapis.org)  
Maritime Files: [maritime@impacsjrcc.org](mailto:maritime@impacsjrcc.org)  
Aviation Files: [qa@impacsjrcc.org](mailto:qa@impacsjrcc.org)

## 1.7 APIS Transmission Data Quality

With the increasing volume and importance of the data being sent to APIS, the quality and uniformity of data transmissions is of great concern. APIS filers should be aware of the following policies:

- Transmission syntax rules described in this document must be followed. This includes mandatory values for specified data elements and coding practices for groups of data segments (such as the flight itinerary). Transmissions that fail to follow these rules and practices may be rejected by the system. Also, certain syntax errors such as those involving a required segment for a segment group may cause the data for subsequent travelers in the transmission to be lost.
- No exceptions to the syntax rules will be made for any filer.
- **Qualification Testing must be passed before actual "Live" flight data will be accepted. Do not submit UN/EDIFACT transmissions to the production system without expressed prior approval.**

## 2. APIS Data Items Related to PAXLST Message Segments, Data Elements, and Element Values

The following tables list the data items required by APIS, as of February 01, 2007. Various characteristics of the elements are described, and the APIS items are related to the EDIFACT "PAXLST" message segments, data elements, and required values that are used to report them.

### Arrival / Departure Flight Manifests and Control Segments

There are five tables of data items for arrival and departure flight manifests, and control segments. Control data is not defined in the APIS regulations they are defined by UN/EDIFACT PAXLST standards.

Arrival Data - Passenger Manifests lists the items to be reported on:

- Passenger flight arrival manifests - passengers

Departure Data - Passenger Manifests lists the items to be reported on:

- Passenger flight departure manifests - passengers

Arrival Data - Crew manifests lists the items to be reported on:

- Passenger flight arrival manifests - crew members
- Cargo-only flight arrival manifests - crew members
- Cargo-only flight arrival manifests - "non-crew" crew

Departure Data - Crew Manifests lists the items to be reported on:

- Passenger flight departure manifests - crew members
- Cargo-only flight departure manifests - crew members
- Cargo-only flight departure manifests - "non-crew" crew

Control Data – Header Information lists the items reported on header/trailer segments or otherwise providing information about the transmission.

**The tables have the following columns:**

Data Element: describes the item. The font type indicates:

- An item in non-italic font is required.
- An item in *italics* font is an APIS technical system requirement.

Sub-element: defines the components of the item.

Conditions: describes conditions where the item might not be mandatory. If no conditions are shown, the item is mandatory. The font type indicates:

- A description in non-italic font is based on regulations.
- A description in *italics* font is based on APIS technical system design.

**Note: This cannot completely cover all possible situations and is no substitute for understanding the APIS regulations.**

“Format/Values” describes the item’s data format and/or fixed value. The font type indicates:

- A description in non-italic font is based on regulations.
- A description in *italics* font is based on IATA / WCO PAXLST standards.

PAXLST Segment (+ Function Qualifier Code) / Elements describes the methods of coding the data item for transmission. This column will serve as a reference to the rest of this document where each Segment and Data Element is described in detail. This includes:

- A Group Number and Segment ID;
- A Function Qualifier Code, if applicable, which further defines the Segment's function;
- One or more Data Element numbers.

**Note concerning "flight" vs. "traveler" itinerary:**

**APIS requires reporting of relevant ports in the itineraries of both the flight and the individual travelers. The itinerary of each individual traveler is required, even if it matches the flight itinerary. APIS will not extract a missing traveler itinerary from the flight itinerary.**

Document Reporting Rules

This section has a table and notes describing the rules of which types of travel and immigration documents can be reported via APIS. The table lists the documents, whether they typically have a machine-readable zone, the name/type code sent to identify the document, rules about issuing-country and expiration-date reporting, and other relevant comments. If a traveler presents multiple allowable documents, it is the carrier's responsibility to select and report the proper documents.

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2.1 Arrival Data -Passenger Manifests

This data is to be reported on manifests for passengers on arriving passenger flights. This is in addition to the control segments and data elements described in section 2.3. Rules for arriving crew / non-crew manifest are given in table 6, in section 2.4.

**Table 2: Coding Rules for Arrival (Inbound) Manifest Data – Passengers**

<b>Data Element</b> • <i>Italics – system requirements</i>	<b>Sub- elements</b>	<b>Conditions</b> • If this is blank, the data is mandatory • <i>Italics – system requirements</i>	<b>Format / Values</b> • <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Full Name	<ul style="list-style-type: none"> <li>Last</li> <li>First</li> <li>Middle (if available)</li> </ul>		First name must be more than one character (i.e. not just an initial) unless traveler has a 1-character name. First Name must not be blank. If passenger has only one name, place the name in the last name field and use <b>FNU</b> in the first name field for (First Name Unknown)	<b>Group 4 NAD / 3036</b> (2 to 3 repeats)
Date of birth			YYMMDD	<b>Group 4 DTM + 329 / 2380</b>
Gender			<ul style="list-style-type: none"> <li>F = Female</li> <li>M = Male</li> </ul>	<b>Group 4 ATT + 2 / 9019</b>
Citizenship			ISO 3166 3-char country code	<b>Group 4 NAT + 2 / 3293</b>
Place of birth – country code		Optional	<i>ISO 3166 3-char country code</i>	<b>Group 4 LOC + 180 / 3225</b>
Status on board the aircraft			<ul style="list-style-type: none"> <li>FL = passenger</li> <li>DDU = IT passenger</li> </ul>	<b>Group 4 NAD / 3035</b>
Travel Document type		For each document that is reported – refer to Table 8 for details	Normally, report a passport if applicable. Report no more than 2 documents. (Refer to Table 8 – APIS Travel Document Reporting Rules for details.)	<b>Group 5 DOC / 1001, 1131, 3055</b>  Non – ICAO 9303 codes may also use elements 1131 and 3055

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<b>Data Element</b> • <i>Italics – system requirements</i>	<b>Sub- elements</b>	<b>Conditions</b> • If this is blank, the data is mandatory • <i>Italics – system requirements</i>	<b>Format / Values</b> • <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Document Number		<i>For any report document – refer to Table 8 for details.</i>		<b>Group 5 DOC / 1004</b>
Document country of issuance		<i>For any reported document – refer to Table 8 for details</i>	ISO 3166 3–char country code	<b>Group 5 LOC + 91 / 3225</b>
Document expiration date		<i>If applicable – refer to Table 8 for details</i>	YYMMDD	<b>Group 5 DTM + 36 / 2380</b>
Traveler itinerary: Foreign port/place where transportation began (“embarkation”)		<i>Report a <u>foreign</u> airport code. Report the earliest known port in the itinerary, which may be different from the flight’s foreign departure port.</i>	<i>International Air Transport Association (IATA) airport code</i>	<b>Group 4 LOC + 178 / 3225</b>
Traveler itinerary: Port/place of first arrival (“arrival”)		<i>Report an airport code</i>	<i>IATA airport code</i>	<b>Group 4 LOC + 22 / 3225</b>
Traveler itinerary: Final port/place of destination (“debarkation”)		<i>Report the final known airport code.</i>	<i>IATA airport code</i>	<b>Group 4 LOC + 179 / 3225</b>
Airline carrier code			IATA carrier code (AN2 or AN3). Combined with flight number.	<b>Group 2 TDT + 20 / 8028</b>
Flight number			1 – 4 chars numeric. Combined with carrier code.	<b>Group 2 TDT + 20 / 8028</b>
Flight itinerary: Last foreign port/place of call (departure port code)			<i>IATA airport code</i>	<b>Group 3 LOC + 125 / 3225</b>
Date / time of aircraft departure			YYMMDDhhmm	<b>Group 3 DTM + 189 / 2380, 2379</b> (Data element 2379 = “201” to indicate data format)
Flight itinerary: Port/place of first arrival			<i>IATA airport code</i>	<b>Group 3 LOC + 87 / 3225</b>
Date / time of aircraft arrival			YYMMDDhhmm	<b>Group 3 DTM + 232 / 2380, 2379</b> (Data element 2379 = “201” to indicate data format)

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### 2.2 Departure Data -Passenger Manifests

This data is to be reported on manifests for passengers on departing passenger flights. This is in addition to the control segments and data elements described in section 2.3. Rules for departing crew / non-crew manifests are given in table 7, in section 2.6.

**Table 3: Coding Rules for Departure (outbound) Manifest Data - Passengers**

<b>Data Element</b> • <i>Italics</i> – system requirements	<b>Sub- elements</b>	<b>Conditions</b> • If this is blank, the data is mandatory • <i>Italics</i> – system requirements	<b>Format / Values</b> • <i>Italics</i> – IATA / WCO PAXLST	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Full Name	<ul style="list-style-type: none"> <li>Last</li> <li>First</li> <li>Middle (if available)</li> </ul>		First name must be more than one character (i.e. not just an initial) unless traveler has a 1-character name. First Name must not be blank. If passenger has only one name, place the name in the last name field and use <b>FNU</b> in the first name field for (First Name Unknown)	<b>Group 4 NAD / 3036</b> (2 to 3 repeats)
Date of birth			YYMMDD	<b>Group 4 DTM + 329 / 2380</b>
Gender			<ul style="list-style-type: none"> <li>F = female</li> <li>M = male</li> </ul>	<b>Group 4 ATT + 2 / 9019</b>
Citizenship			ISO 3166 3-char country code	<b>Group 4 NAT + 2 / 3293</b>
Place of birth – country code		Optional	<i>ISO 3166 3-char country code</i>	<b>Group 4 LOC + 180 / 3225</b>
Status on board the aircraft			<ul style="list-style-type: none"> <li>FL = passenger</li> <li>DDU = IT passenger</li> </ul>	<b>Group 4 NAD / 3035</b>
Travel Document type		<i>Refer to Table 8 for document details</i>	Normally, report a passport if applicable. Report no more than 2 documents.(Refer to Table 8 – APIS Travel Document Reporting Rules for details.)	<b>Group 5 DOC / 1001, 1131, 3055</b> Non – ICAO 9303 codes may also use elements 1131 and 3055
Document Number		<i>For any reported document – refer to Table 8 for details.</i>		<b>Group 5 DOC / 1004</b>
Document country of issuance			<i>ISO 3166 3–char country code</i>	<b>Group 5 LOC + 91 / 3225</b>

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<b>Data Element</b> • Italics – system requirements	<b>Sub-Elements</b>	<b>Conditions</b> • <i>If this is blank, the data is mandatory</i> • <i>Italics – system requirements</i>	<b>Format / Values</b> <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Document expiration date		<i>If applicable – refer to Table 8 for details</i>	YYMMDD	<b>Group 5 DTM + 36 / 2380</b>
Traveler itinerary: Port/place of departure (“embarkation”)		<i>Report airport code where traveler departed.</i>	International Air Transport Association (IATA) airport code	<b>Group 4 LOC + 178 / 3225</b>
Traveler itinerary: Port/place of final arrival		<i>Report foreign airport code of final arrival, to the best of the carrier’s knowledge.</i>	<i>IATA airport code</i>	<b>Group 4 LOC + 179 / 3225</b>
Airline carrier code			IATA carrier code (AN2 or A3). Combined with flight number.	<b>Group 2 TDT + 20 / 8028</b>
Flight Number			1-4 chars numeric. Combined with carrier code.	<b>Group 2 TDT + 20 / 8028</b>
Flight itinerary: Last port/place of call (departure port code)			<i>IATA airport code</i>	<b>Group 3 LOC + 125 / 3225</b>
Date / time of airport departure from last port			YYMMDDhhmm	<b>Group 3 DTM + 189 / 2380, 2379</b> (2379 = “201” to indicate data format)
Flight itinerary: Port/place of first foreign arrival			<i>IATA airport code</i>	<b>Group 3 LOC + 87 / 3225</b>
Date / time of aircraft arrival at first foreign port			YYMMDDhhmm	<b>Group 3 DTM + 232 / 2380, 2379</b> (2379 = “201” to indicate data format)



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### 2.3 Control Data

Requirements for these elements are defined by UN/EDIFACT PAXLST standards and/or system processing. None of them are defined in the APIS regulations.

**Table 4: Coding Rules for message Control Data – all manifest**

<b>Data Element</b> • <i>Italics – system requirements</i>	<b>Sub-Elements</b>	<b>Conditions</b> • <i>If this is blank, the data is mandatory</i> • <i>Italics – system requirements</i>	<b>Format / Values</b> <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Transmission separator and indicators	<ul style="list-style-type: none"> <li>• Sub- element</li> <li>• Element</li> <li>• Decimal notation</li> <li>• Release indicator</li> <li>• Segment terminator</li> </ul>	Not needed if all UN/EDIFACT default values are used	Refer to Implementation Guide (section 6)	<b>UNA</b>
Interchange header	<ul style="list-style-type: none"> <li>• Syntax ID</li> <li>• Syntax version</li> <li>• Sender ID</li> <li>• Sender ID qualifier</li> <li>• Recipient ID</li> <li>• Recipient ID qualifier</li> <li>• Interchange date</li> <li>• Interchange time</li> <li>• Control reference number</li> <li>• Application reference</li> </ul>	All are mandatory except the sender ID qualifier and recipient ID qualifier.	Refer to implementation Guide (section 7)	<b>UNB / 0001, 0002, 0004, 0007, 0010, 0017, 0019, 0020, 0026</b>
Group header	<ul style="list-style-type: none"> <li>• Message group ID</li> <li>• Sender ID / carrier name</li> <li>• Sender ID qualifier</li> <li>• Recipient ID</li> <li>• Recipient ID qualifier</li> <li>• Group date</li> <li>• Group time</li> <li>• Group reference number</li> <li>• Controlling agency</li> <li>• Message version number</li> <li>• Message release number</li> </ul>	<p>Entire segment is conditional: Carriers who transmit their own flights do not need the UNG / UNE.</p> <p>A service bureau GDS, or other party transmitting for another carrier should include the UNG / UNE and report that carrier's name in the UNG.</p> <p>If present, certain elements are mandatory</p>	Refer to Implementation Guide (section 8)	<b>UNG / 0038, 0040, 0007, 0044, 0017, 0019, 0048, 0051, 0052, 0054</b>

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<b>Data Element</b> <ul style="list-style-type: none"> <li>Italics – system requirements</li> </ul>	<b>Sub-Elements</b>	<b>Conditions</b> <ul style="list-style-type: none"> <li><i>If this is blank, the data is mandatory</i></li> <li><i>Italics – system requirements</i></li> </ul>	<b>Format / Values</b> <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Message header	<ul style="list-style-type: none"> <li>Message reference number</li> <li>Message type</li> <li>Message version number</li> <li>Message release number</li> <li>Controlling agency</li> <li>Association code</li> <li>Common access reference</li> <li>Sequence message transfer number</li> <li>First / last sequence message transfer indicator</li> </ul>	Segment is mandatory – some elements are optional	Refer to implementation Guide (section 9)	<b>UNH / 0062, 0065, 0052, 0054, 0051, 0057, 0068, 0070, 0073</b>
Beginning of message – document name code			<ul style="list-style-type: none"> <li>745 = Passenger manifest</li> <li>250 = Crew manifest</li> <li>266 = Flight Status</li> <li>336 = Master Crew List</li> </ul>	<b>BGM / 1001</b>
Beginning of message Passenger message type code – crew manifest.  <b>Note: this replaces the use of suffixes on the flight number in the TDT segment.</b>		<i>Mandatory if document name code = 250 (Crew) Not used if document name code = 745 (Passenger).</i>	<u>Crew / non-crew manifest:</u> <ul style="list-style-type: none"> <li>C = Passenger flight, regular scheduled crew</li> <li>CC = Passenger flight, crew change</li> <li>B = Cargo flight, regular scheduled crew</li> <li>BC = Cargo flight, crew change</li> </ul> <u>Master Crew List:</u> <ul style="list-style-type: none"> <li>G = 'Add' record</li> <li>H = 'Delete' record</li> <li>I = 'Change' record</li> </ul> <u>Passenger manifest:</u> <ul style="list-style-type: none"> <li>CP = Change Passenger Data</li> <li>XR = Cancel Reservation</li> <li>RP = Reduction in Party (Delete Passenger on PNR)</li> </ul> <u>Flight Status</u> <ul style="list-style-type: none"> <li>XF = Cancel Flight</li> <li>CF = Change of Flight Itinerary (Flight Number, Arrival/Departure times and airport locations)</li> </ul>	<b>BGM / 1004</b>

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<b>Data Element</b> • Italics – system requirements	<b>Sub-Elements</b>	<b>Conditions</b> • <i>If this is blank, the data is mandatory</i> • <i>Italics – system requirements</i>	<b>Format / Values</b> <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Reporting party	• Party name	<i>Segment is required. If used, the first and last name required is reported in the single data element.</i>		<b>Group 1 NAD + MS / 3036</b>
Communications contact	• Communication “address” (telephone number and email) • Code qualifier	<i>Segment is required. If present, both sub-elements are needed for each contact address.</i>		<b>Group 1 COM / 3148, 3155 (this pair may be repeated up to 2 times in the segment.)</b>
Total passengers or crew on the flight		<i>Report to the best of the carrier’s knowledge at the time of transmission.</i>	<u>Flight manifest</u> : Total count of passengers or crew on the flight, not just this message.	<b>CNT + 41 / 6066</b>
Message trailer	• Number of segments in the message • Message reference number		Message Reference Number must match the value on the UNH segment.	<b>UNT / 0074, 0062</b>
Group trailer	• Group control count • Group reference number	<i>Only send if the UNG segment is sent.</i>	Group Reference Number must match the value on the UNG segment.	<b>UNE / 0060, 0048</b>
Interchange trailer	• Interchange control count • Interchange reference number		Interchange Reference Number must match the value on the UNB segment.	<b>UNZ / 0036, 0020</b>

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**2.4 Arrival Data - Crew and "Non-crew" Flight Manifests**

This data is to be reported for crew members and "non-crew" travelers on:

- arriving flights,

This is in addition to the control segments and data elements described in section 2.3.

- A "crew member" is defined as a pilot, copilot, flight engineer, airline management personnel authorized to travel in the cockpit, or cabin crew, or relief crew member.
- A "non-crew" member is defined as an air carrier employee or family member, or person traveling onboard a commercial aircraft for the safety of the flight (e.g. an animal handler), Note that the non-crew definition only applies to all-cargo flights - these travelers will be considered as "passengers" on passenger or mixed passenger / cargo flights.

**Table 6: Coding Rules for Arrival (Inbound) Manifest Data – Crew and “Non-crew”**

<b>Data Element</b> • Italics – system requirements	<b>Sub-Elements</b>	<b>Conditions</b> • <i>If this is blank, the data is mandatory</i> • <i>Italics – system requirements</i>	<b>Format / Values</b> <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Full Name	<ul style="list-style-type: none"> <li>• Last</li> <li>• First</li> <li>• Middle (if available)</li> </ul>		First name must be more than one character (i.e. not just an initial) unless traveler has a 1-character name. First Name must not be blank. If passenger has only one name, place the name in the last name field and use <b>FNU</b> in the first name field for (First Name Unknown)	<b>Group 4 NAD / 3036</b> (2 to 3 repeats)
Date of birth			YYMMDD	<b>Group 4 DTM + 329 / 2380</b>
Gender			<ul style="list-style-type: none"> <li>• F = female      U = unreported</li> <li>• M = male</li> </ul>	<b>Group 4 ATT + 2 / 9019</b>
Citizenship			ISO 3166 3-char country code	<b>Group 4 NAT + 2 / 3293</b>
Status on board the aircraft – master			<ul style="list-style-type: none"> <li>• FM = Crew member</li> <li>• DDT = In Transit crew</li> </ul>	<b>Group 4 NAD / 3035</b>

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Data Element • <i>Italics – system requirements</i>	Sub- elements	Conditions • If this is blank, the data is mandatory • <i>Italics – system requirements</i>	Format / Values • <i>Italics – IATA / WCO PAXLST</i>	PAXLST Segment(s) (+Function Qualifier Code) / Element(s)
Status on board the aircraft – detailed		Optional	<ul style="list-style-type: none"> <li>• 'CR1' = Cockpit crew and individuals in the cockpit</li> <li>• 'CR2' = Cabin crew (e.g. flight attendants)</li> <li>• 'CR3' = Airline operation management with cockpit access (e.g. safety inspectors, instructors)</li> <li>• 'CR4' = Cargo non-cockpit crew and/or non-crew individuals</li> <li>• 'CR5' = Crew on aircraft but not on duty (deadhead).</li> </ul>	<b>Group 4 EMP / 9005</b>
Travel document type		<i>For each document that is reported – refer to Table 8 for details</i>	<p>Normally, report a passport, and a Pilot License if applicable.</p> <p>Report no more than 2 documents.</p> <p>(Refer to Table 8 – APIS Travel Document Reporting Rules for details)</p>	<b>Group 5 DOC / 1001, 1131, 3055</b> (Elements 1131 & 3055 indicate CARICOM code set)  Non-ICAO 9303 codes may also use elements 1131 and 3055
Document number		<i>For any reported document – refer to Table 8 for details.</i>		<b>Group 5 DOC / 1004</b>
Document country of issuance		<i>For any reported document – refer to Table 8 for details.</i>	<i>ISO 3166 3-char country code</i>	<b>Group 5 LOC + 91 / 3225</b>
Document expiration date		<i>If applicable – refer to Table 8 for details.</i>	<i>YYMMDD</i>	<b>Group 5 DTM + 36 / 2380</b>

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Data Element <ul style="list-style-type: none"> <li>• <i>Italics – system requirements</i></li> </ul>	Sub- elements	Conditions <ul style="list-style-type: none"> <li>• <b>If this is blank, the data is mandatory</b></li> <li>• <i>Italics – system requirements</i></li> </ul>	Format / Values <ul style="list-style-type: none"> <li>• <i>Italics – IATA / WCO PAXLST</i></li> </ul>	PAXLST Segment(s) (+Function Qualifier Code) / Element(s)
Place of birth – country code		Optional	<i>ISO 3166 3-char country code</i>	<b>Group 4 LOC + 180 / 3225</b>
Place of birth – city name		Optional		<b>Group 4 LOC + 180 / 3223</b>
Place of birth – state / province name		Optional		<b>Group 4 LOC + 180 / 3233</b>
Traveler itinerary: Initial port/place where transportation began (“embarkation”)		<ul style="list-style-type: none"> <li>• <i>For arriving flights report foreign airport code</i></li> </ul>	<i>International Air Transport Association (IATA) airport code</i>	<b>Group 4 LOC + 178 / 3225</b>
Traveler itinerary: Port/place of first arrival		<ul style="list-style-type: none"> <li>• Not Required for Crew</li> </ul>	<i>IATA airport code</i>	<b>Group 4 LOC + 22 / 3225</b>
Traveler itinerary: Final port/place of destination (“debarkation”)		<i>Airport code of destination for:</i> <ul style="list-style-type: none"> <li>• <i>Arriving passenger or cargo flights</i></li> </ul>	<i>IATA airport code</i>	<b>Group 4 LOC + 179 / 3225</b>
Airline carrier code			IATA carrier code (AN2 or A3). Combined with flight number	<b>Group 2 TDT + 20 / 8028</b>
Flight Number			1-4 chars numeric. Combined with carrier code.	<b>Group 2 TDT + 20 / 8028</b>
Flight itinerary: Last foreign port/place of call (departure port code)			<i>IATA airport code</i>	<b>Group 3 LOC + 125 / 3225</b>
Flight itinerary: Port/place of first arrival		<ul style="list-style-type: none"> <li>• <i>For all arriving flights report the first airport</i></li> </ul>	<i>IATA airport code</i>	<b>Group 3 LOC + 87 / 3225</b>

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<b>Data Element</b> <ul style="list-style-type: none"> <li>• <i>Italics – system requirements</i></li> </ul>	<b>Sub- elements</b>	<b>Conditions</b> <ul style="list-style-type: none"> <li>• If this is blank, the data is mandatory</li> <li>• <i>Italics – system requirements</i></li> </ul>	<b>Format / Values</b> <ul style="list-style-type: none"> <li>• <i>Italics – IATA / WCO PAXLST</i></li> </ul>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Date / time of aircraft arrival (at <u>any</u> applicable airport)			YYMMDDhhmm	<b>Group 3 DTM + 232 / 2380, 2379</b>  (Data element 2379 = “201” to indicate data format)
Date / time of aircraft departure (from <u>any</u> applicable airport)			YYMMDDhhmm	<b>Group 3 DTM + 189 / 2380, 2379</b>  (Data element 2379 = “201” to indicate data format)

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**2.5 Departure Data -Crew and "Non-crew" Flight Manifests**

This data is to be reported for crew members and "non-crew" travelers on departing passenger and cargo flights. This is in addition to the control segments and data elements described in section 2.3.

- A "crew member" is defined as a pilot, copilot, flight engineer, airline management personnel authorized to travel in the cockpit, or cabin crew, or relief crew member.
- A "non-crew" member is defined as an air carrier employee or family member, or person traveling onboard a commercial aircraft for the safety of the flight (e.g. an animal handler). Note that the non-crew definition only applies to all-cargo flights -these travelers will considered as "passengers" on passenger or mixed passenger / cargo flights.

**Table 7: Coding Rules for Departure (Outbound) Manifest Data – Crew and “Non-crew”**

<b>Data Element</b> • <i>Italics – system requirements</i>	<b>Sub- elements</b>	<b>Conditions</b> • If this is blank, the data is mandatory • <i>Italics – system requirements</i>	<b>Format / Values</b> • <i>Italics – IATA / WCO PAXLST</i>	<b>PAXLST Segment(s) (+Function Qualifier Code) / Element(s)</b>
Full Name	<ul style="list-style-type: none"> <li>• Last</li> <li>• First</li> <li>• Middle (if available)</li> </ul>		First name must be more than one character (i.e. not just an initial) unless traveler has a 1-character name. First Name must not be blank. If passenger has only one name, place the name in the last name field and use <b>FNU</b> in the first name field for (First Name Unknown)	<b>Group 4 NAD / 3036</b> (2 to 3 repeats)
Date of birth			YYMMDD	<b>Group 4 DTM + 329 / 2380</b>
Gender			<ul style="list-style-type: none"> <li>• F = female U= Unreported</li> <li>• M = male</li> </ul>	<b>Group 4 ATT + 2 / 9019</b>
Citizenship			ISO 3166 3-char country code	<b>Group 4 NAT + 2 / 3293</b>
Status on board the aircraft - master			<ul style="list-style-type: none"> <li>• FM = Crew member</li> <li>• DDT = In Transit crew</li> </ul>	<b>Group 4 NAD / 3035</b>



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Data Element <ul style="list-style-type: none"> <li>• <i>Italics – system requirements</i></li> </ul>	Sub- elements	Conditions <ul style="list-style-type: none"> <li>• If this is blank, the data is mandatory</li> <li>• <i>Italics – system requirements</i></li> </ul>	Format / Values <ul style="list-style-type: none"> <li>• <i>Italics – IATA / WCO PAXLST</i></li> </ul>	PAXLST Segment(s) (+Function Qualifier Code) / Element(s)
Status on board the aircraft – detailed		Optional	<ul style="list-style-type: none"> <li>• ‘CR1’ = Cockpit crew and individuals in the cockpit</li> <li>• ‘CR2’ = Cabin crew (e.g. flight attendants)</li> <li>• ‘CR3’ = Airline operation management with cockpit access (e.g. safety inspectors, instructors)</li> <li>• ‘CR4’ = Cargo non-cockpit crew and/or non-crew individuals</li> <li>• ‘CR5’ = Crew on aircraft but not on duty (deadhead).</li> </ul>	<b>Group 4 EMP / 9005</b>
Travel document type		<i>For each document that is reported – refer to Table 8 for details</i>	<p>Normally, report a passport, and a Pilot License if applicable.</p> <p>Report no more than 2 documents.</p> <p>(Refer to Table 8 – APIS Travel Document Reporting Rules for details)</p>	<b>Group 5 DOC / 1001, 1131, 3055</b> (Elements 1131 & 3055 indicate CARICOM code set) Non-ICAO 9303 codes may also use elements 1131 and 3055
Document number		<i>For any reported document – refer to Table 8 for details.</i>		<b>Group 5 DOC / 1004</b>
Document country of issuance		<i>For any reported document</i>	<i>ISO 3166 3-char country code</i>	<b>Group 5 LOC + 91 / 3225</b>
Document expiration date		<i>If applicable – refer to Table 8 for details.</i>	<i>YYMMDD</i>	<b>Group 5 DTM + 36 / 2380</b>
Place of birth – country code		Optional	<i>ISO 3166 3-char country code</i>	<b>Group 4 LOC + 180 / 3225</b>
Place of birth – city name		Optional		<b>Group 4 LOC + 180 / 3223</b>
Place of birth – state / province name		Optional		<b>Group 4 LOC + 180 / 3233</b>

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Data Element	Sub- elements	Conditions	Format / Values	PAXLST Segment(s) (+Function Qualifier Code) / Element(s)
<ul style="list-style-type: none"> <li><i>Italics – system requirements</i></li> </ul>		<ul style="list-style-type: none"> <li>If this is blank, the data is mandatory</li> <li><i>Italics – system requirements</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Italics – IATA / WCO PAXLST</i></li> </ul>	
Traveler itinerary: Port/place of final arrival		Report <u>foreign</u> airport code of final arrival, to the best of the carrier's knowledge	IATA airport code	<b>Group 4 LOC + 179 / 3225</b>
Airline carrier code			IATA carrier code (AN2 or A3). Combined with flight number.	<b>Group 2 TDT + 20 / 8028</b>
Flight number			1-4 chars numeric. Combined with carrier code.	<b>Group 2 TDT + 20 / 8028</b>
Flight itinerary: Last port/place of call (departure port code)			IATA airport code	<b>Group 3 LOC + 125 / 3225</b>
Date / time of aircraft departure from last port			YYMMDDhhmm	<b>Group 3 DTM + 189 / 2380, 2379</b> (2379 = "201" to indicate data format)
Flight itinerary: Port/place of first foreign arrival			IATA airport code	<b>Group 3 LOC + 87 / 3225</b>
Date / time of aircraft arrival at first foreign port			YYMMDDhhmm	<b>Group 3 DTM + 232 / 2380, 2379</b> (2379 = "201" to indicate data format)

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### 2.6 Travel Document Reporting

This table lists the types of traveler identification documents that may be presented for CARICOM immigration purposes, and lists their characteristics and the rules for reporting them via APIS.

**Table 8: APIS Travel Document reporting Rules**

Document	Has MRZ	Type Code	Has Doc Nbr	Has Issuing Country	Has Expiry Date	Report on	Comments
Passport	Yes	"P"	Yes	Yes	Yes	FPM, FCM	
Passport Card	Yes	"I"	Yes	Yes	Yes	FPM, FCM	
Permanent Resident Card (a.k.a. Resident Alien Card)	Yes	"A" or "C"	Yes	Yes	No	FPM, FCM	Normally, report the type code read from the MRZ.
CARIPASS Card	Yes	"I"	Yes	Yes	Yes	FPM, FCM	
Re-Entry Permit	Yes	"T"	Yes	Yes	Yes	FPM	Carriers are required to confirm and seek approval with Immigration. Refer to Notes: 9.
Refugee Travel Document	Yes	"T"	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Naturalization Certificate	No	"N"	Yes	Yes	No	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
CARICOM Travel Documents	No	"C"	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
OECS Travel Documents	No	"C"	Yes	Yes	No	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Transportation Letter	No	"T"	Yes	Yes	No	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Emergency Travel Document	No	"T"	Yes	Yes	No	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Military ID	No	"M"	Yes	Yes	No	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Pilot License	No	"L"	Yes	Yes	No	FCM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Facilitation Document	No	"F"	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Driver's License (CARICOM Region)	No	"D"	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Government Issued Picture ID	No	"G"	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.

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Official Government Document	No	“O”	Yes	Yes	Yes	FPM	Carriers are required to confirm with Immigration of the Arriving Country that document will be accepted.
Birth Certificate	---	---	---	---	---	---	Do no report via APIS
Visa (Immigration or Non-Immigrant)	---	---	---	---	---	---	Do not report via APIS

**Notes:**

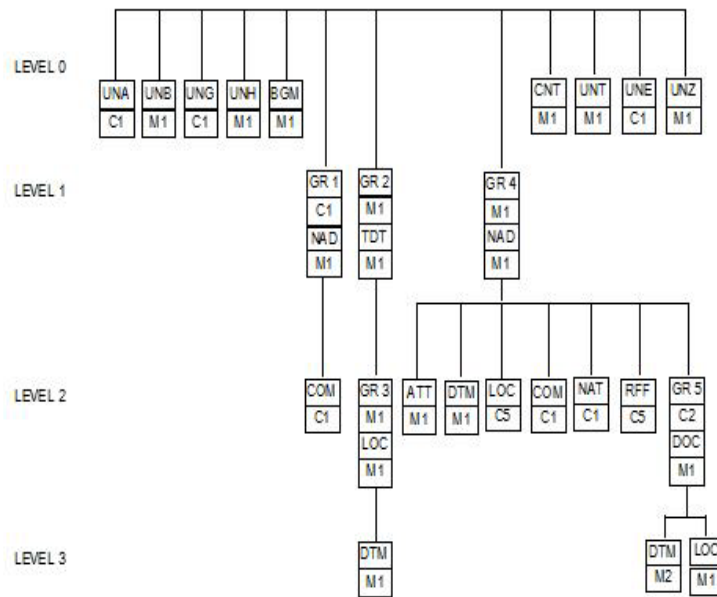
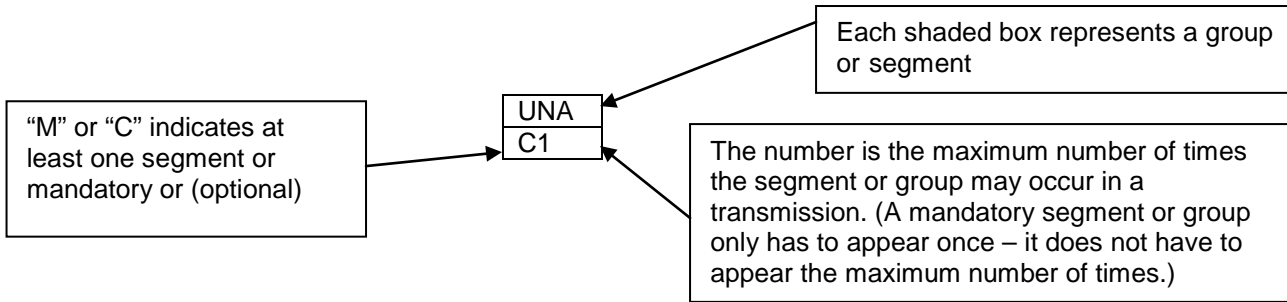
- 1 "MRZ?" column indicates whether the document has a machine-readable zone.  
**Older versions of some documents that have not yet expired might not have an MRZ.**
  
- 2 "Type Code" column indicates the code that should be transmitted to APIS to identify the type of document. This is sent in the Group 5 "DOC" segment, data element 1001.
  
- 3 "Doc Nbr " column indicates whether a Document Number must be transmitted to APIS. This is sent in the Group 5 "DOC" segment, data element 1004.
  
- 4 "Issuing Country " column indicates whether a Document Issuing Country must be transmitted. In some cases, a specific value is required. This is sent in the Group 5 "LOC" segment with Qualifier Code "91", in data element 3225, following the related "DOC" segment.
  
- 5 "Expire Date " column indicates whether a Document Expiration Date must be transmitted to APIS. This is sent in the Group 5 "DTM" segment with Qualifier Code "36", in data element 2380, following the related "DOC" segment.
  
- 6 "Report On " column indicates which type(s) of manifests the document may be transmitted on.
  - FPM -Flight Passenger Manifest
  - FCM -Flight Crew Manifest

**Documents that have no entry in this column are not to be reported via APIS. Documents that are not reported include Birth Certificates, Canadian Citizenship Certificates, and Visas.**
  
- 7 "Comments" include any other factors affecting reporting of the document.
  
- 8 This table does not address exceptions to document reporting.
  
- 9 **Other than valid “Passports”, it is the sole responsibility of Carriers to Confirm and seek Approval from Immigration of the Arriving Country to accept Document presented by the traveler for purpose of travel.**

### 3. Message Structure

The UN/EDIFACT PAXLST message format hierarchy consists of five (5) segment levels and five (5) segment groups of information as depicted in the diagram below. Figure 1 illustrates the relationship between the PAXLST Segment Groups.

**Figure 1: PAXLST Message Structure**



## CARICOM APIS GUIDELINES

Please note the following characteristics:

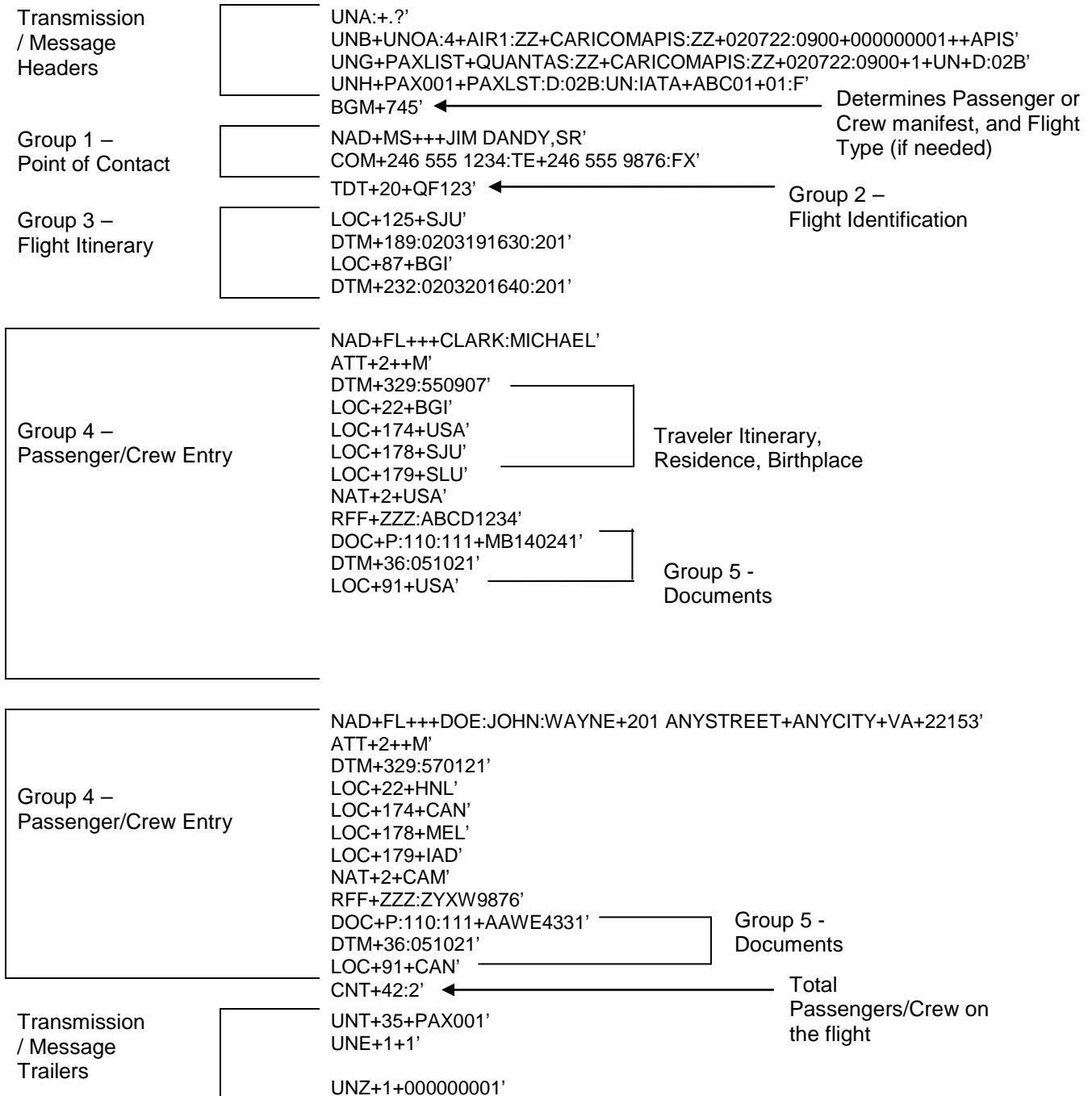
- One PAXLST message will be used to report passengers on a specific flight. A separate PAXLST must be used to report crew member information. Separate PAXLST messages are also needed to report replacement records for travelers previously added to the manifest. The various messages may be transmitted separately or combined into one transmission. (A PAXLST message consists of the set of segments from the UNH to the UNT. This set may be repeated a second time within the single set of UNA, UNB, UNG, UNE, and UNZ segments that define a transmission. All PAXLST messages within a transmission must refer to the same flight and arrival date.)
- There are five (5) Segment Groups, shown as GR.1 through GR.5. **Note:** A Group can be subordinate to another Group in the PAXLST. For example, Group 3 exists only if Group 2 is present. Both are mandatory for this implementation. There are also header/trailer and other control segments shown that are not considered part of a Group.
- Segments can be either mandatory or conditional (optional). **Note:** Some segments are defined as mandatory, but that applies only when the Group exists. If the Group is not used, the Segment should not be sent. Refer to the detailed Segment definitions in the following sections.
- APIS implementation guidelines may differ from the IATA/WCO versions of the PAXLST in the following ways:
  - APIS business rules may require that certain "conditional" data is always required, so certain segments may be mandatory that IATA and WCO have defined as conditional.
  - In other cases, less data is collected than allowed by the IATA/WCO format, so a group or segment occurs less often than the maximum number of occurrences in the standard.
  - Segments and data elements are added to the IATA/WCO format that are needed to satisfy regulatory requirements.
  - Certain "private" data element code sets are specified, where allowed by the UN/EDIFACT PAXLST and the standard UN code sets do not contain all the values needed.

# CARICOM APIS GUIDELINES

## 4. Sample PAXLST Message

**Figure 2: Basic Sample UN/EDIFACT Message**

This is a sample APIS message in UN/EDIFACT format for a passenger manifest, with one line per segment. (Some segments and data elements that are only used for crew manifests are not shown.)



## 5. Key

PAXLST transmissions observe a standard set of syntax rules. This section describes the rules as generally used in this document and the APIS system, but it is not a substitute for a complete understanding of the UN/EDIFACT standard. APIS follows the following syntax rules:

- All message data is in UPPERCASE text.
- The message is divided into segments. UNH, BGM, NAD, etc. are Segment Tags.
- The UNA segment defines special characters used to separate data elements and to terminate the segment. All examples in this document use the default characters, which the APIS system will use if there is no UNA segment to specify different ones.

The defaults are applied as follows:

- To end a segment, use a single quote (') as the segment terminator.
- Segments are divided into Data Elements. To separate Data Elements, use a plus sign (+). (If conditional elements are not present at the end of a segment, their separators are not transmitted.)
- Elements may have sub-elements. To separate sub-elements, use a colon (:). (If conditional sub-elements are not present at the end of a data element, their separators are not transmitted.)

A different set of control characters may be specified by using the UNA segment.

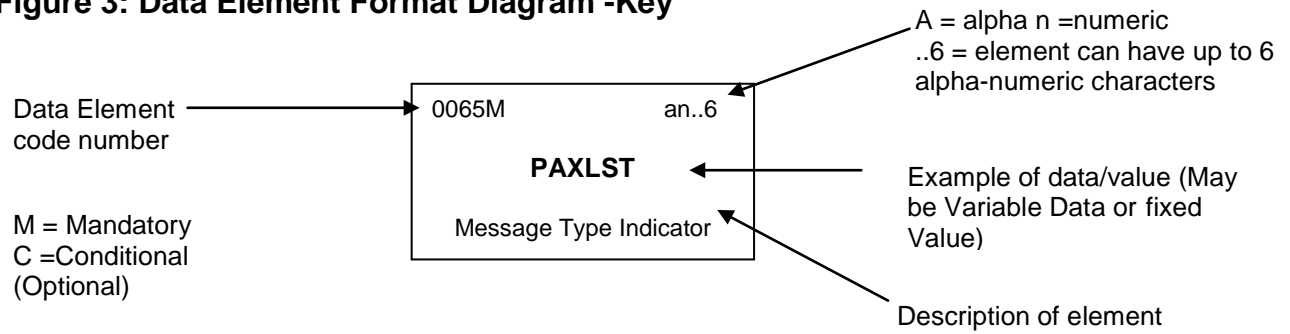
- Messages must be transmitted as a continuous bit stream. "Lines" have no meaning; there is no such thing as a "maximum" or "minimum" segment length, other than that specified in the segment definitions. (For clarity, example messages in this guide are shown with a line break between segments. This is completely arbitrary and these "lines" could be shown just as well with a partial segment or more than one segment. Refer to the example in **Appendix B.1** for a different view of a PAXLST message.)
- In general, telecommunications transmissions require various header and trailer data for addressing, security, and other purposes. The UN/EDIFACT standard does not define this data, and none of the examples in this guide show it. The header and trailer segments that are shown (e.g. UNB, UNH, and UNT) are part of the APIS transaction. If a value-added network such as SITA or ARINC is used for APIS transmissions, their requirements for additional headers and trailers must be followed. Information on communications headers and trailers required is described in **Appendix D, Connection -Testing and Production.**



## CARICOM APIS GUIDELINES

Example: Each large box describes a Data Element. The example below describes the "Message Type Indicator" element.

**Figure 3: Data Element Format Diagram -Key**



The following pages identify the syntax and the order in which the segments will appear in the PAXLST; these reflect the requirements. In comparison to the WCO/IATA/ICAO PAXLST, some WCO/IATA/ICAO data elements are not used, some data elements are shorter, and some data elements have specific mandatory values or are required. Also, the WCO/IATA/ICAO PAXLST is extended to add some segments and data elements needed to meet specific regulations.

## 6. Service String Advice (UNA)

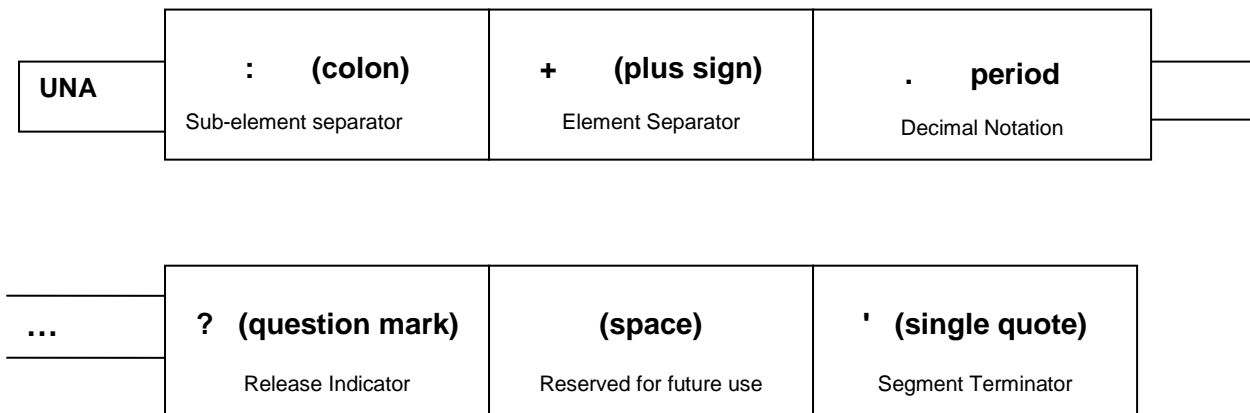
**Purpose:** A segment to define characters used as separators and indicators. If used, this segment must be the first one in the transmission and must appear before the UNB segment.

**Segment Level:** 0

**Segment Usage:** Conditional

- If the **UNA** is not sent, the values shown in this example will be used as defaults.

### 6.1 UNA Example



## 6.2 UNA Element Definitions

### Sample Image

UNA:+.? '

Sample Element Value	Element Definition
UNA	Segment label.
:	To separate a sub-element.
(colon)	
+	To separate data elements.
(plus sign)	
.	To locate a decimal point.
(period)	
?	To restore the original meaning to any character used as a separator in PAXLST syntax. For example: O?'Leary:Kris. In the case, the apostrophe is valid data and not a segment terminator.
(question mark)	
	<b>Reserved for future use – no function in this PAXLST implementation.</b>
(space)	The space must be present in the UNA segment but does not have a function.
'	To mark the end of a segment
(apostrophe/single quote)	

### Notes:

1. A space must not be used as a separator or other formatting indicator. The exception is the fifth character, because this character has no function in this implementation.
2. Imbedded spaces in text fields such as names, addresses, and contact numbers do not have to be preceded with a release character.

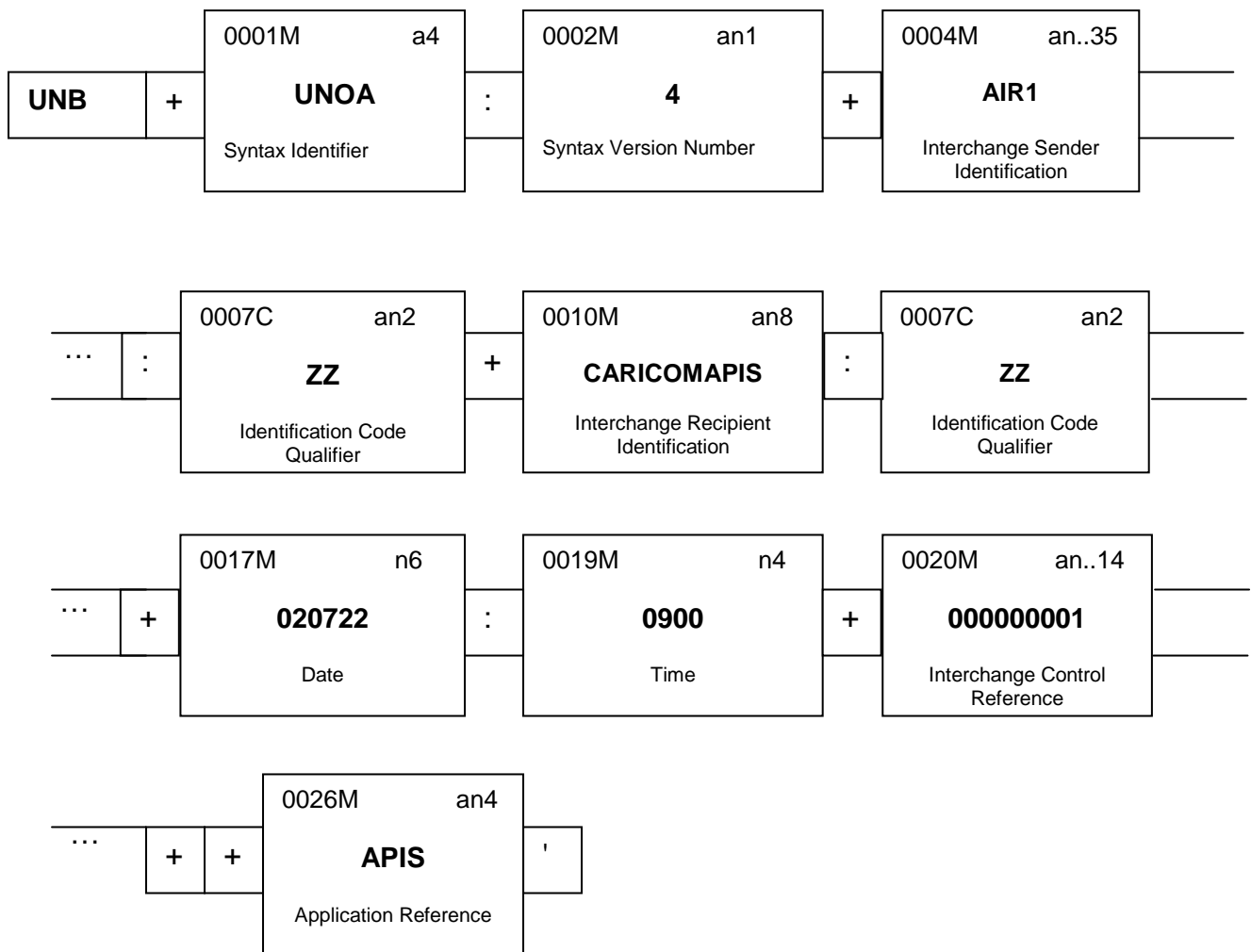
## 7. Interchange Header (UNB)

**Purpose:** To identify an interchange.

**Segment Level:** 0

**Segment Usage:** **Mandatory**

### 7.1 UNB Example



## CARICOM APIS GUIDELINES

### 7.2 UNB Element Definitions

#### Sample Image

UNB+UNOA:4+AIR1:ZZ+CARICOMAPIS:ZZ+020722:0900+000000001++APIS'

Sample Element Value	Element Definition
UNB	Segment label.
UNOA	Code identifying the agency that controls the syntax, and the character range used in an interchange. <b>Always 'UNOA'.</b>
4	Version number of the syntax. <b>Always '4'.</b>
AIR1	Sample carrier name or coded identification of the sender of the interchange. <b>This is the "Sender ID" of the message transmitter. The carrier's APIS Coordinator will assign this ID. If the sender is a service bureau, GDS, or other party transmitting on behalf of some other carrier, this is the ID of the transmitter, not the carrier.</b>
ZZ	The identification code qualifier. <b>Optional – may have any value the carrier chooses. The carrier code is recommended, or 'ZZ' if the carrier code is 3 characters.</b>
CARICOMAPIS	Name or coded identification of the recipient of the interchange.
ZZ	The default identification code qualifier. <b>Optional – always 'ZZ,' if present.</b>
020722	Local date when an interchange or a group was prepared. <b>Format as YYMMDD.</b>
0900	Local time of day when interchange or a group was prepared. <b>Format as HHMM.</b>
000000001	Unique reference assigned by the sender to an interchange. <b>Can be anything the sender wants, but is mandatory and must match element #0020 on the UNZ segment.</b>
APIS	Identification of the application area to which the messages in the interchange relate. <b>Always 'APIS'.</b>

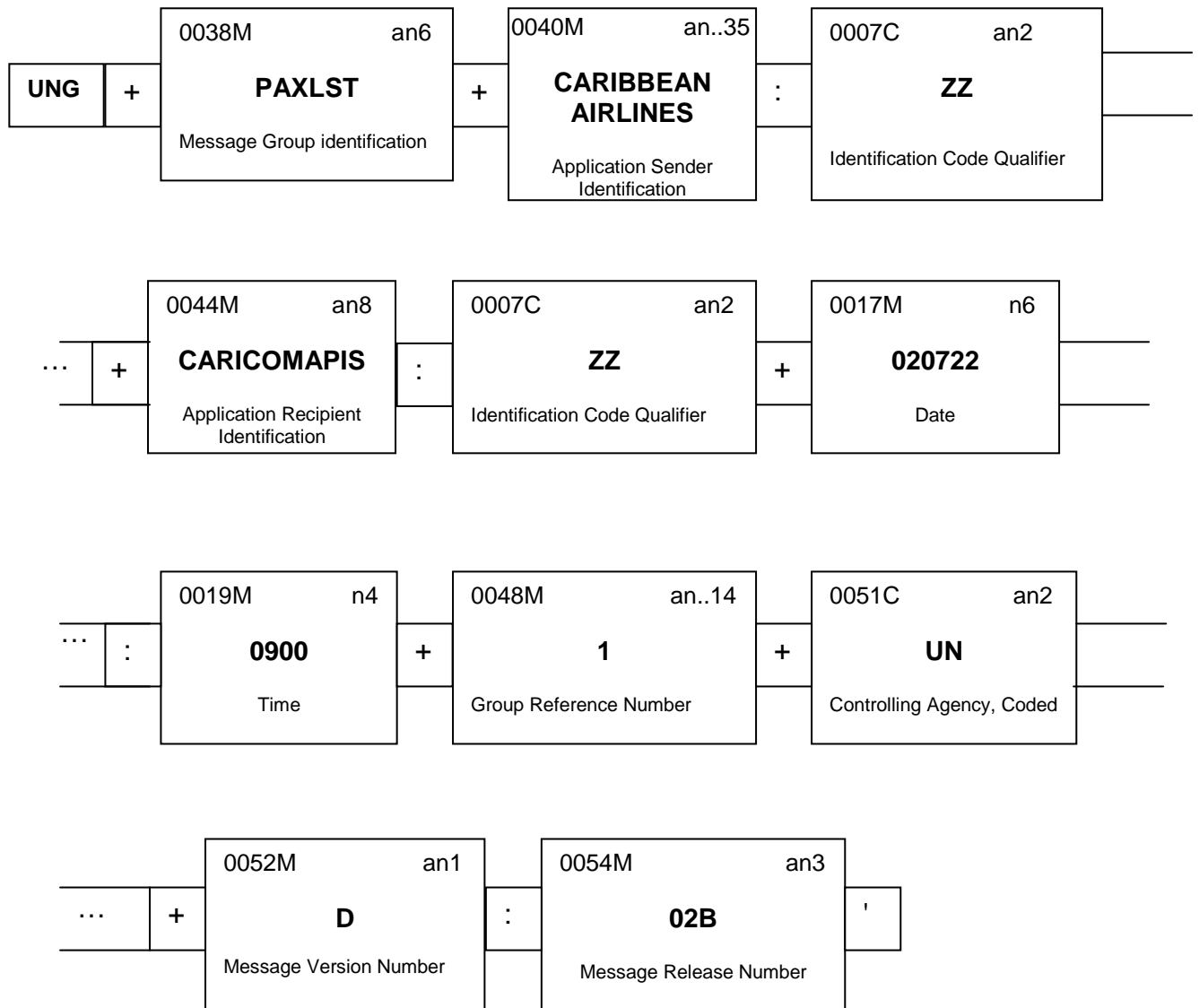
**8. Group Header (UNG)**

**Purpose:** To specify a group of messages and/or package. Only one grouping of transactions will be allowed for this implementation.

**Segment Level:** 0

**Segment Usage:** **Conditional.** Only one transaction group is allowed. If a service bureau, GDS, or other party is transmitting the message on behalf of the carrier, this segment is mandatory and should specify the name of the carrier of record (not the transmitter). The transmission sender is reported on the UNB segment – a carrier who sends its own messages does not need to send a UNG segment.

**8.1 UNG Example:**



## CARICOM APIS GUIDELINES

### 8.2 UNG Element Definitions

#### Sample Image

UNG+PAXLST+UNITED AIRLINES:ZZ+CARICOMAPIS:ZZ+020722:0900+1+UN+D:02B

Sample Element Value	Element Definition
UNG	Segment label.
PAXLST	Identification of the single message type in the group. <b>Always 'PAXLST'.</b>
AIR1	Name or coded identification of the application sender. <b>This is the <u>name</u> of the carrier of record. It identifies the party responsible for the business content of the message – it is <u>not</u> the Sender ID of a service bureau or other party who is transmitting the message on behalf of the operating carrier.</b>
ZZ	The identification code qualifier. <b>Optional – may have any value the carrier chooses. Using the carrier code is recommended or 'ZZ' if the carrier code is 3 characters.</b>
CARICOMAPIS	Name or coded identification of the application recipient (for example, a division, a branch, or a computer system/process).
ZZ	The default identification code qualifier. <b>Optional – always 'ZZ,' if present.</b>
020722	Local date when an interchange or a group was prepared. <b>Format as YYYYMMDD.</b>
0900	Local time of day when an interchange or a group was prepared. <b>Format as HHMM.</b>
1	Unique reference number for the group within an interchange. <b>Can be anything the sender wants, but is mandatory and must match element #0048 on the UNE segment (if the UNG and UNE are sent)</b>
UN	Controlling agency code. <b>Always 'UN.'</b>
D	Version number of a message type. <b>Always 'D'</b>
02B	Release number within the current message version number. <b>Always '02B'</b>

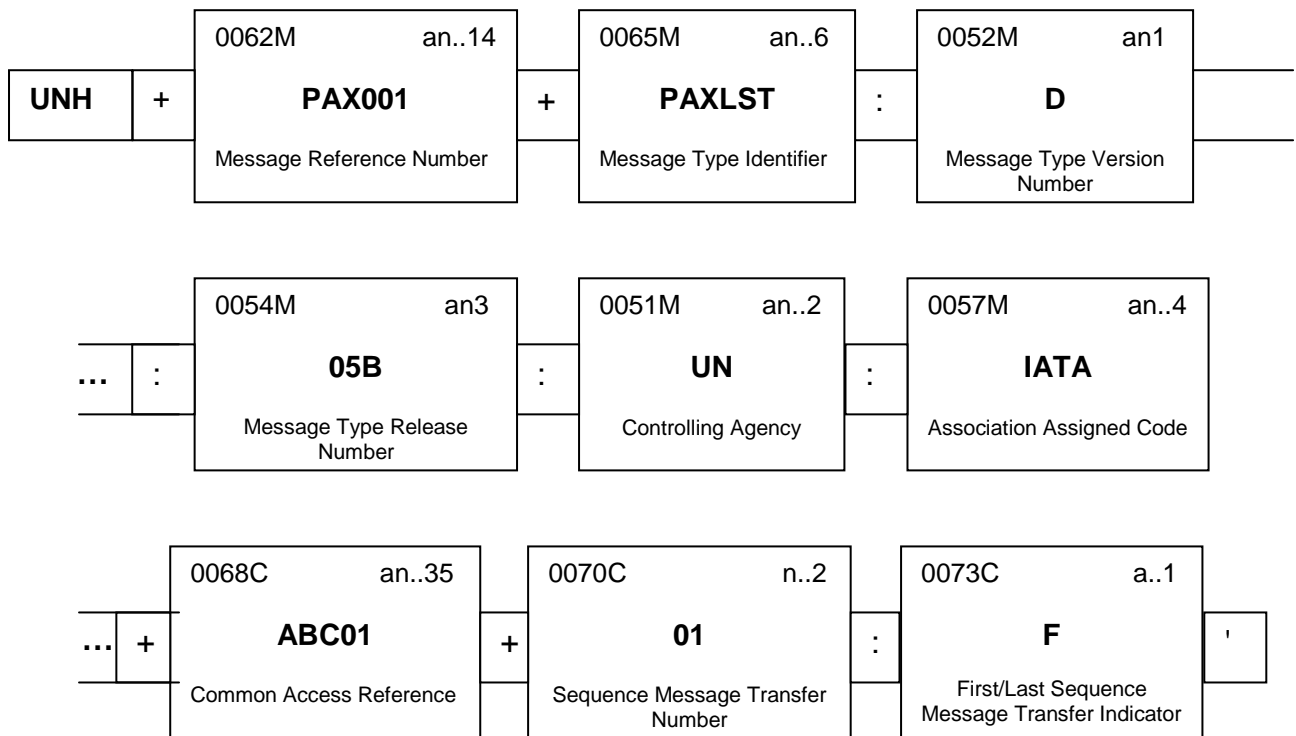
**9. Message Header (UNH)**

**Purpose:** A service segment starting and uniquely identifying a message. The message type code for the Passenger List Message is PAXLST.

**Segment Level:** 0

**Segment Usage:** Mandatory

**9.1 UNH Example:**





## 9.2 UNH Element Definitions

### Sample Image

UNH+PAX001+PAXLST:D:02B:UN:IATA+ABC01+01:F'

Sample Element Value	Element Definition
UNH	Segment label.
PAX001	Unique message reference assigned by the sender.
PAXLST	Type of message code; assigned by its controlling agency. <b>Always 'PAXLST'.</b>
D	Message type version number <b>Always 'D'.</b>
02B	Release number within the current message type version number. <b>Always '02B'.</b>
UN	The agency controlling the maintenance and publication of the message type. <b>Always 'UN'.</b>
IATA	The association responsible for the design and maintenance of the message type concerned. <ul style="list-style-type: none"> <li>• <b>Use 'IATA' for flight manifests.</b></li> </ul>
ABC01	Used at the carrier's discretion.
01	Number assigned by the sender to indicate that the message is part of a set of messages related to the same topic. <b>Optional.</b> May be used to indicate an incremented <u>two-digit</u> sequence number assigned by the sender to identify associated PAXLST transactions in a transmitted sequence. For example, a block number, used if a manifest is too long to fit into one message. (To assist in processing, block numbering sequence is encouraged.)
F	Indicator used for the first and last message in a sequence of the same type of message relating to the same topic. <b>Optional.</b> <ul style="list-style-type: none"> <li>• <b>'C' = Initial passenger/crew reporting where Data Element 0070 (Sequence Number) = '01'</b></li> <li>• <b>'F' = FINAL*transmission of passenger/crew list</b> *If a message reporting FINAL information does not contain information for at least one traveler, the message will be discarded. It will be noted that it was received, but no further processing will be done.</li> </ul> <p><b>Empty data blocks are a significant drain on APIS resources</b></p>

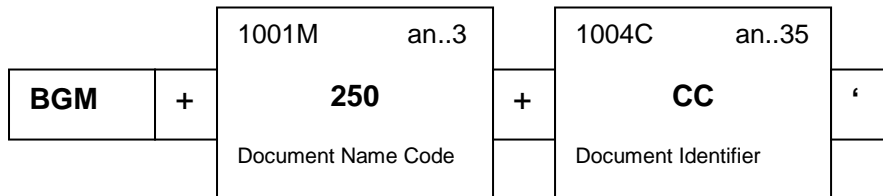
## 10. Beginning of Message (BGM)

**Purpose:** A segment to indicate the type and function of the message.

**Segment Level:** 0

**Segment Usage:** Mandatory

### 10.1 BGM Example



### 10.2 BGM Element Definitions

#### Sample Images

BGM+745'  
 BGM+250+CC'  
 BGM + 266 +XF'

Sample Element Value	Element Definition
BGM	Segment label.
745	Document Name Code Values are: <ul style="list-style-type: none"> <li>'745' = Passenger List (flight manifest)</li> <li>'250' = Crew List (flight manifest)</li> <li>'266' = Flight Status</li> </ul>

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CC Document Identifier. This reports the "Crew Manifest Flight Type Code". It is not used for a Passenger List flight manifest (Document Name Code = '745').

The previous concept was to append this as a suffix to the Flight Number, but it must now be reported separately, on the BGM segment.

**For Crew Flight Manifest (Document Name Code = '250'), use one of the following Flight Type Codes:**

- **"C" = Passenger Flight, Regular Scheduled Crew**
- **"CC" = Passenger Flight, Crew Change**
- **"B" = Cargo Flight, Regular Scheduled Crew**
- **"BC" = Cargo Flight, Crew Change**

### **Note:**

1. If a record is sent for a traveler who was previously reported for the flight, CARICOM will check to see if any data has changed. If so, the entire record from the new transmission, with any additional or changed data elements, will replace the previous version. Because this is a full replacement, all required data elements must be sent with the new transmission.

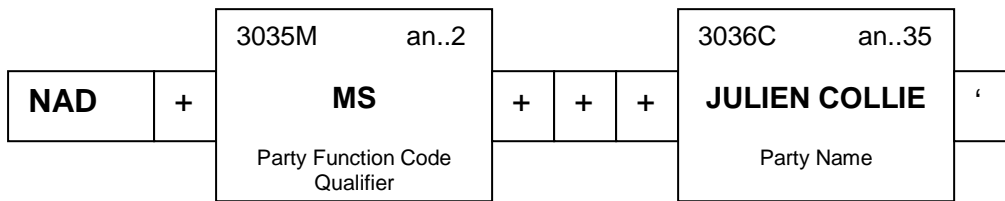
**11. Name and Address (NAD) – Reporting Party**

**Purpose:** A segment to identify the party reporting manifest information.  
**It is strongly recommended that this identify a 24-hour contact that can re-transmit the message.**

**Segment Group:** Group 1 (Mandatory)  
**Segment Level:** 1  
**Segment Usage:** Mandatory

- The Group 1 loop (Point of Contact) begins with a NAD segment.

**11.1 NAD Example**



**11.2 NAD Element Definitions**

**Sample Image**

NAD+MS+++JULIEN COLLIE'

Sample Element Value	Element Definition
NAD	Segment label.
MS	Code identifying the party <b>Always 'MS'</b>
JULIEN COLLIE	Full Name of a party responsible for reporting the transmitted manifest information.

Note that the entire name is reported in this field, and that imbedded spaces and punctuation characters are allowed. This is not parsed into first/last name components.

**Note:**

CARICOM will maintain a point-of-contact database. However, the database will not be automatically updated by APIS PAXLST transmissions.

## 12. Communication Contact (COM) – Reporting Party

**Purpose:** A segment used to identify contact information (e.g., telephone number and/or email) for the party reporting manifest information.

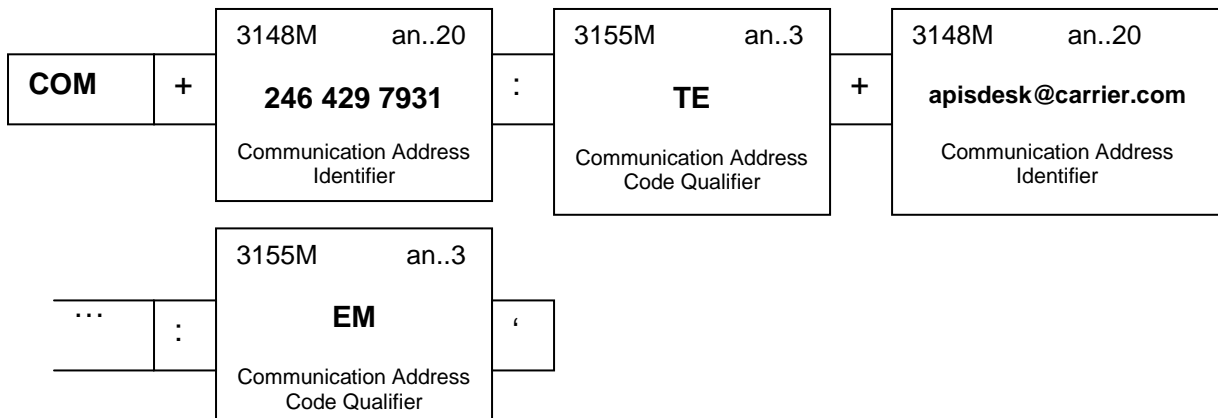
**Segment Group:** Group 1 (Mandatory)

**Segment Level:** 2

**Segment Usage:** Mandatory

- The COM segment contains a composite data element. Up to two (2) occurrences of this composite in a single segment may be used to report a telephone number and email address. The segment is sent once. The numbers may occur in either order.

### 12.1 COM Example



### 12.2 COM Element Definitions

#### Sample Image

COM+246 429 7931:TE+246 228 4040:FX'

Sample Element Value	Element Definition
COM	Segment label.
246 429 7931	First communication address <b>Maximum of 20 characters for a Telephone or Email address, including imbedded spaces and punctuation.</b>
TE	Code qualifying the first communication address. <ul style="list-style-type: none"> <li>'TE' = Telephone</li> </ul>
apisdesk@carrier.com	Second communication address
EM	Code qualifying the first communication address. <ul style="list-style-type: none"> <li>EM' = Email</li> </ul>

### 13. Details of Transport (TDT) – *Flight ID*

**Purpose:** A segment used to identify carrier and flight number.

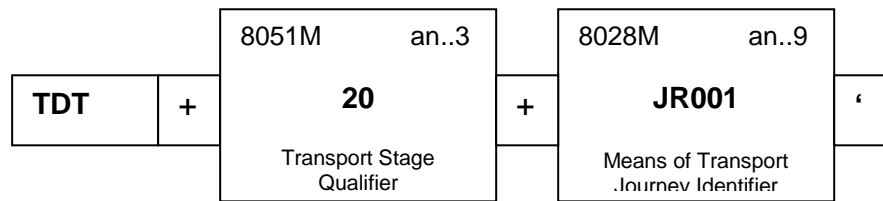
**Segment Group:** Group 2 (Mandatory)

**Segment Level:** 1

**Segment Usage:** Mandatory

- Group 2 (Flight Identification) consists entirely of this TDT segment.

#### 13.1 TDT Example



#### 13.2 TDT Element Definitions

##### Sample Image

TDT+20+JR001'

Sample Element Value	Element Definition
TDT	Segment label
20	A specific stage of transport. <b>Always '20'.</b>
JR001	Carrier code/flight number. <b>There are two general types of flight identifier formats:</b> <ol style="list-style-type: none"> <li><b>IATA – used by regularly scheduled carriers.</b> Up to seven (7) characters of data are accepted, formatted as carrier code and flight number: <ul style="list-style-type: none"> <li>• Carrier code is in IATA format, either AN2 or AN3</li> <li>• Flight number is up to 4 digits numeric.</li> </ul> </li> <li><b>Tail Number – sometimes used by charter carriers.</b> <ul style="list-style-type: none"> <li>• Registered aircraft tail number, up to 7AN.</li> </ul> </li> </ol>

**14. Place/Location Identification (LOC) – *Flight Itinerary***

**Purpose:** A segment used here to specify airport departure and arrival locations, and other airports in the flight itinerary.

**Segment Group:** Group 3 (Mandatory)

- According to IATA standards, Segment Group 3 (Flight Itinerary) may be used to report up to ten (10) airport locations.

**Note: Only two LOC segments are needed.**

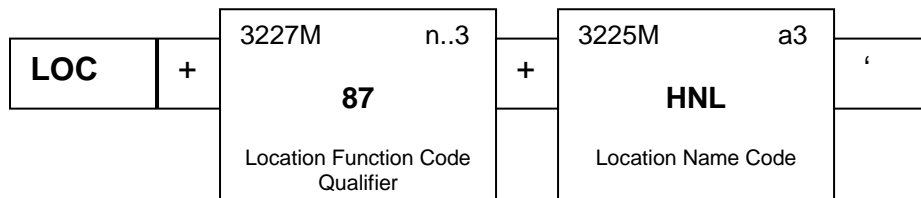
- At least two (2) locations must be reported for a flight. Somewhere in the itinerary there must be a segment with qualifier '125' for Departure followed immediately by a segment with qualifier '87' for Arrival.

**Segment Level:** 2

**Segment Usage:** **Mandatory**

- Each Group 3 loop (Flight Itinerary) begins with an LOC segment.

**14.1 LOC Example**



14.2 LOC Element Definitions

Sample Image

LOC+87+HNL'

Sample Element Value	Element Definition
LOC	Segment label.
87	<p><b>Inbound</b> flight (arriving in CARICOM) codes.</p> <ul style="list-style-type: none"> <li>• '125' = <b>Airport of departure.</b></li> <li>• '87' = <b>Airport of initial arrival.</b></li> </ul> <p><b>Outbound</b> flight codes.</p> <ul style="list-style-type: none"> <li>• '125' = <b>Airport of departure.</b></li> <li>• '87' = <b>Airport of initial arrival.</b></li> </ul>
HNL	The airport/location. This is a three-character IATA Code.

Notes:

Refer to **Appendix A, Segment Group Coding Rules**, for significant rules that govern the reporting of flight itineraries.



**15. Date/Time/Period (DTM) – Flight Leg Arrival / Departure**

**Purpose:** A segment used to indicate local dates and/or times for departure and/or arrivals.

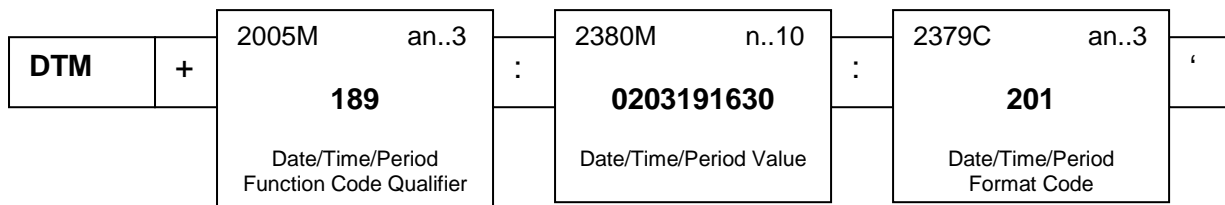
**Segment Group:** Group 3 (Mandatory)

**Segment Level:** 3

**Segment Usage:** Mandatory

- Up to two (2) DTM segments may be sent with a parent LOC segment to reflect BOTH Departure and Arrival Date/Time information for the location.  
**Note: Only the start and end airports for that leg are needed. So, only the departure date/time for the starting airport and the arrival date/time for the ending airport are needed.**
- At least **ONE** (1) DTM segment must be present for each loc segment in the flight itinerary.

**15.1 DTM Example**



**15.2 DTM Element Definitions**

**Sample Images**

DTM+189:0203191630:201'  
DTM+554:040123'

Sample Element Value	Element Definition
DTM 189	Segment label. Possible code values are as follows: <ul style="list-style-type: none"> <li>• '189' = Departure date/time, scheduled</li> <li>• '232' = Arrival date/time, scheduled</li> <li>• '554' = Filing Date</li> </ul>
0203191630	The value of a date, a date and time, or a period. All date and times reported should reflect the local date/time of the airport to which they refer.  <b>Date/time value formatted as 'YYMMDDhhmm' where:</b> <ul style="list-style-type: none"> <li>• <b>YY = Year</b></li> <li>• <b>MM = Month</b></li> <li>• <b>DD = Day</b></li> <li>• <b>hh = Hour</b></li> <li>• <b>mm = Minute</b></li> <li>• <b>YYMMDD = Year / Month / Day</b> --- or ---</li> <li>• <b>CCYYMMDD = Century / Year / Month / Day</b></li> </ul>
201	Date/time period format code. If not present, the format is assumed to be <b>YYMMDD</b> . Possible values are: <ul style="list-style-type: none"> <li>• <b>'102' = CCYYMMDD</b></li> <li>• <b>'201' = YYMMDDhhmm</b></li> </ul>

**16. Name and Address (NAD) – Traveler**

**Purpose:** A segment specifying the name and address of a traveler. Address is not mandatory

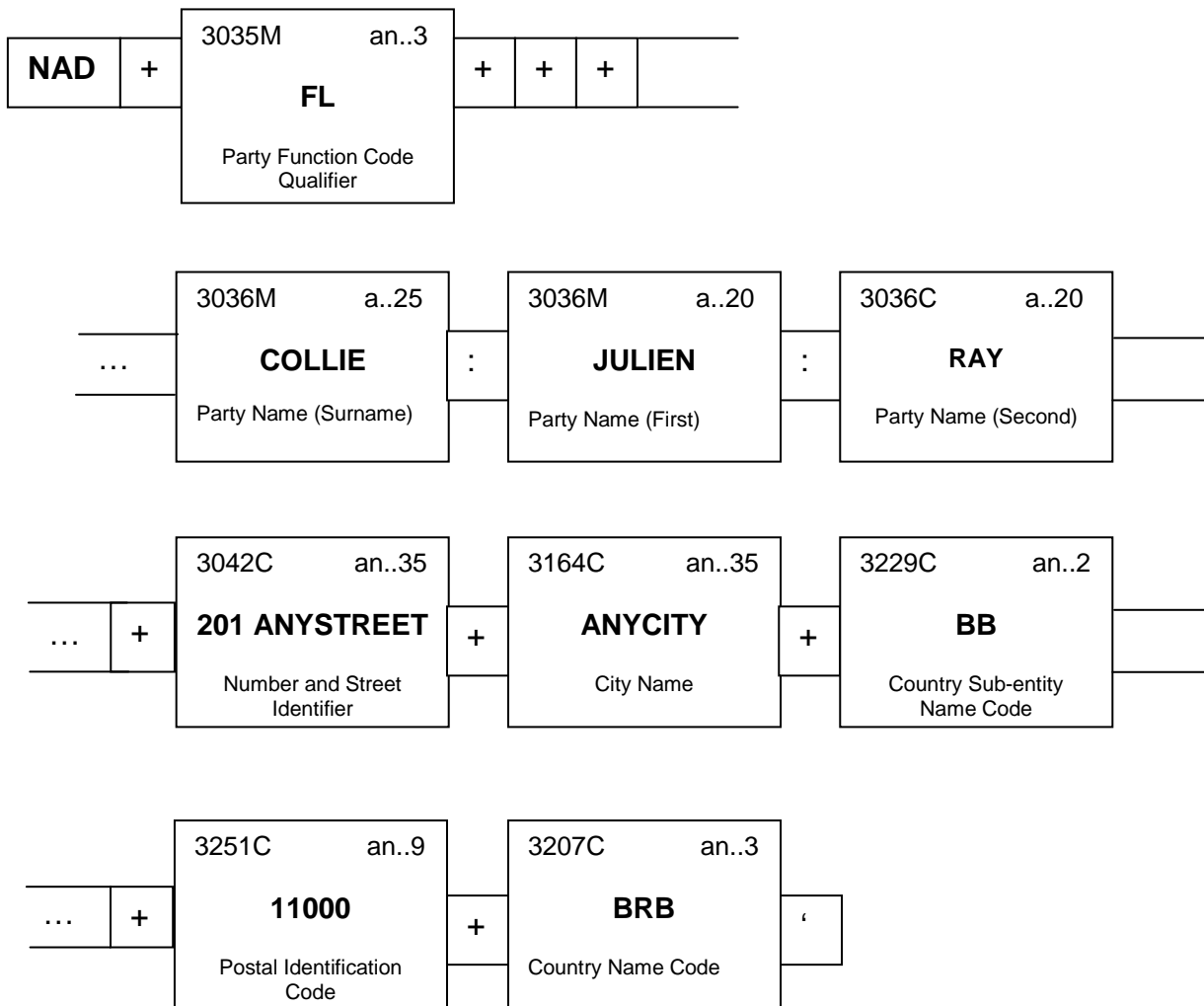
**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 1

**Segment Usage:** Mandatory

- Each Group 4 loop (Passenger/Crew Entry) begins with an NAD segment.
- One Group 4 loop is required for every traveler being reported.

**16.1 NAD Example**



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### 16.2 NAD Element Definitions

#### Sample Image

NAD+FL+++COLLIE:JULIEN:RAY+201 ANYSTREET+ANYCITY+BB+11000+BRB'

Sample Element Value	Element Definition
NAD	Segment label.
FL	Code identifying the party <ul style="list-style-type: none"> <li>• 'FL' = Passenger</li> <li>• 'FM' = Crew</li> <li>• 'DDT' = In-transit crew member</li> <li>• 'DDU' = In-transit passenger</li> </ul>
COLLIE	Last name of traveler.
JULIEN	First (given) name of the traveler
RAY	Second name or initial of the traveler
201 ANYSTREET	Number and street. <ul style="list-style-type: none"> <li>• <b>Passengers:</b> of destination</li> <li>• <b>Crew members:</b> of Home Address</li> </ul>
ANYCITY	City name. <ul style="list-style-type: none"> <li>• <b>Passengers:</b> of destination</li> <li>• <b>Crew members:</b> of Home Address</li> </ul>
BB	State code. <ul style="list-style-type: none"> <li>• <b>Passengers:</b> of destination</li> <li>• <b>Crew members:</b> of Home Address</li> </ul>
11000	Postal code or route code. <ul style="list-style-type: none"> <li>• <b>Passengers:</b> of destination</li> <li>• <b>Crew members:</b> of Home Address</li> </ul>
BRB	Country code. <ul style="list-style-type: none"> <li>• <b>Passengers:</b> of destination</li> <li>• <b>Crew members:</b> of Home Address</li> </ul> <p><b>Must be an ISO 3166 3-character code.</b></p>

#### Notes:

1. Last and First Names must be complete. First name may not be an initial, although a first name that legitimately consists of a single character will be accepted.
2. Imbedded spaces are allowed in all name fields (i.e., all 3 occurrences of element 3036). Numeric characters are not allowed in these fields.
3. Name components should be reported in the same manner as they exist on the ICAO-standard machine-readable zone (MRZ) of the primary travel document (usually the passport). Take into consideration the following general points:
  - An MRZ separator of "<<" (double caret) translates into a sub-element separator ("."). A "<" (single caret) translates into a space on the APIS message - make sure that you do not just remove the caret and concatenate two name components. (i.e. "RAYMOND<RAY" becomes "RAYMOND RAY", not "RAYMONDRAY".)

-

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- It is safer to extract and report the name from a scannable document's MRZ than from a reservation system. This will eliminate titles (such as "Mr.", "Mrs.", "Dr.", honorific suffixes such as "MD", and embedded hyphens or other punctuation such as "Smith-Corona"). Using the MRZ to collect APIS data will facilitate the confirmation process and reduce inspector modifications.
- If a name component on the MRZ exceeds the length provided for in this segment definition, CARICOM will truncate the extra characters for that component.

Some example:

- AN MRZ of "COLLIE<<JULIEN<RAY" should be reported as "COLLIE:JULIEN RAY".
- If there is a name suffix, such as "Jr." in Robert Johnson Jr., the ICAO standard for MRZ would exclude the name suffix. Therefore, this should be reported as "JOHNSON:ROBERT".
- If a name component has more than one fragment or has embedded punctuation, follow the format of the MRZ:
  - If Juan Jesus Ramirez has a passport with an MRZ of "RAMIREZ<<JUAN<JESUS", report it as "RAMIREZ:JUAN JESUS".
  - James O'Reilly may be on the MRZ as "OREILLY<<JAMES" (report as "OREILLY:JAMES") or "O<REILLY<<JAMES" (report as "OREILLY:JAMES").

4. Address elements (Number/Street, City, State, and Postal Code) are conditional.

**17. Attribute (ATT) – Traveler Gender**

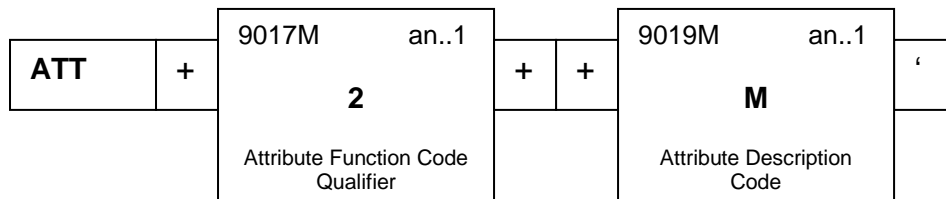
**Purpose:** A segment indicating the traveler’s gender

**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Mandatory**

**17.1 ATT Example**



**17.2 ATT Element Definitions**

**Sample Image**

ATT+2++M'

Sample Element Value	Element Definition
ATT	Segment label.
2	Code identifying the purpose of the attribute <b>Always '2'.</b>
M	<ul style="list-style-type: none"> <li>• 'F' = Female</li> <li>• 'M' = Male</li> </ul>

**Note: Current APIS regulations do not allow transmission of a value of “unknown.”**

**18. Date/Time/Period (DTM) – Traveler Date of Birth**

**Purpose:** A segment to specify the traveler’s Date of Birth.

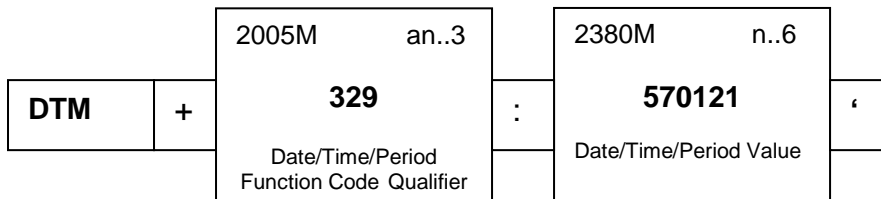
**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Mandatory**

- There is one occurrence of the DTM segment to identify Date of Birth of the traveler.

**18.1 DTM Example**



**18.2 DTM Element Definitions**

**Sample Image**

DTM+329:570121'

Sample Element Value	Element Definition
DTM	Segment label.
329	Code identifying the purpose of the date <b>Always '329'</b> .
570121	Date of Birth <b>Value formatted 'YYMMDD' as follows:</b> <ul style="list-style-type: none"> <li>• <b>YY = Year</b></li> <li>• <b>MM = Month</b></li> <li>• <b>DD = Day</b></li> </ul>

**Note:**

The birth date should match the value as scanned from the travel document’s machine-readable zone (MRZ), not including any check digit. For example, a passport with DOB of 16 Sep 1956 might have an MRZ field of “5609165”, which should be reported as “DTM+329:560916”.

**19. Place/Location Identification (LOC) - Residence / Itinerary / Birth**

**Purpose:** A segment indicating one of the following:

- Airport where the traveler arrives;
- Airport where the traveler began the current journey;
- Airport where the traveler will end the current journey;
- Place of Birth (for crew members and passengers).

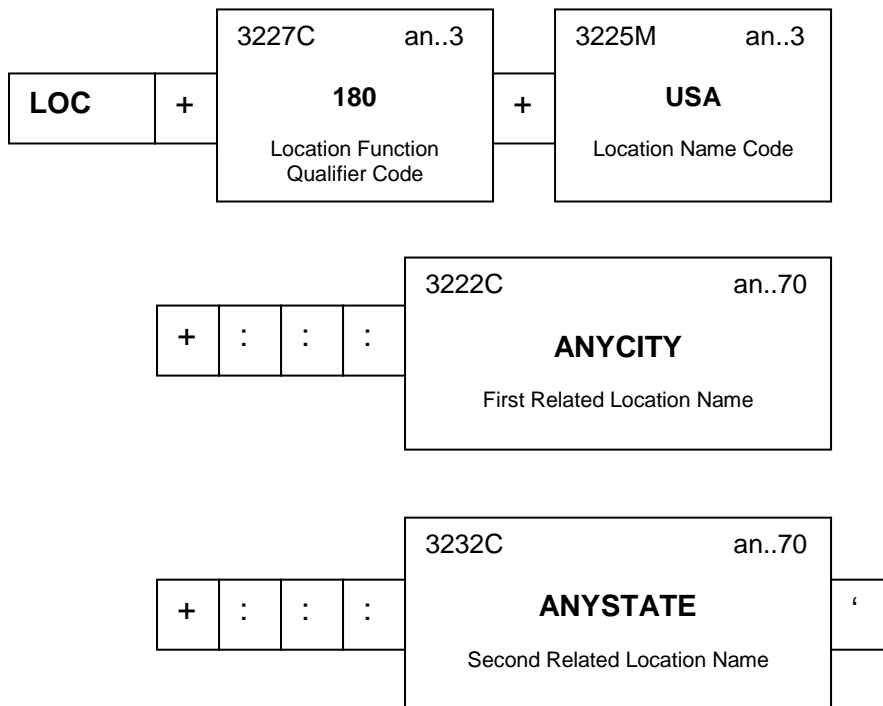
**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Mandatory**

- Up to five (5) LOC segments may be sent, one for each of the locations listed above. Specific locations for the traveler are dependent on the APIS final rule.

**19.1 LOC Example**





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### 19.2 LOC Element Definitions

#### Sample Images

LOC+174+CAN'

LOC+180+CARICOM+::: ANYCITY+:::ANYSSTATE'

Sample Element Value	Element Definition
LOC	Segment label.
174	Code identifying the purpose of the location. Possible code values are: <ul style="list-style-type: none"> <li>• '22' = Port of First Arrival (only for Inbound flights)</li> <li>• '178' = Port of Embarkation</li> <li>• '179' = Port of Debarkation</li> <li>• '180' = Place of Birth</li> </ul>
CAN	Code specifying the location. <b>Value to be identified as follows:</b> <ul style="list-style-type: none"> <li>• When qualifier element 3227 = '22,' this element will contain an <b>IATA Airport Code</b> identifying the airport where the traveler first arrives. <b>Only required on Inbound manifests.</b></li> <li>• When qualifier element 3227 = '178,' this element will contain an <b>IATA Airport Code</b> identifying the airport where the traveler began the journey, regardless of any connecting flights before the one being reported. Report to the best of the carrier's knowledge.</li> <li>• When qualifier element 3227 = '179,' this element will contain an <b>IATA Airport Code</b> identifying the airport where the traveler ends the journey, regardless of any connecting flights after the one being reported. Report to the best of the carrier's knowledge.</li> <li>• When qualifier element 3227 = '180,' this element will contain the crew member's <b>Country of Birth (3 character ISO 3166 code).</b></li> </ul>
ANYCITY	Text field for City of Birth <b>Only used if qualifier element 3227 = '180'</b>
ANYSSTATE	Text field for State / Province of Birth. <b>Only used if qualifier element 3227 = '180'.</b>

#### Notes:

The traveler's itinerary ports (qualifier codes '22', '178,' and '179') should be reported even if they are the same as the flight itinerary.

CARICOM expects the carrier to report itinerary ports of a traveler, to the best of the carrier's knowledge. This should include the earliest port of embarkation and the latest port of debarkation that are known.

The traveler's port of first arrival is a proxy for the clearance port (qualifier code '22'. It is only required for Inbound flights.

**20. Employment Details (EMP) – Crew Member Status / Function**

**Purpose:** A segment specifying details about the status and function of a crew member on a flight.

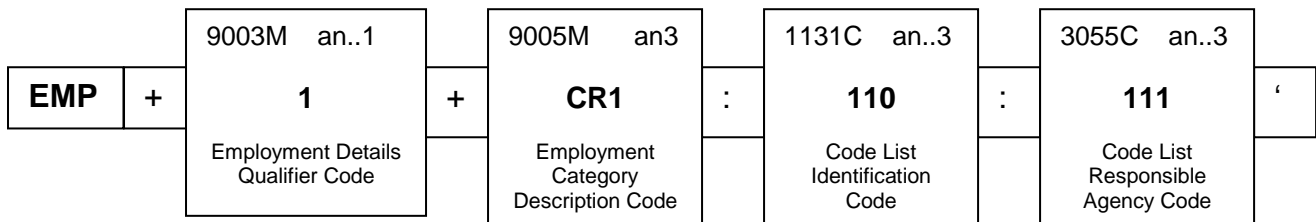
**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Conditional**

- This may be reported on a Master Crew List (MCL) and/or a Flight Crew Manifest.
- It is not reported for passengers on a Flight Passenger Manifest.

**20.1 EMP Example**



## 20.2 EMP Element Definitions

### Sample Image

EMP+1+CR1:110:111'

Sample Element Value	Element Definition
EMP	Segment label.
1	Employment details code qualifier <b>Always '1'.</b>
CR1	(Employment) Status code. <ul style="list-style-type: none"> <li>• <b>'CR1' = Cockpit crew and individuals in the cockpit</b></li> <li>• <b>'CR2' = Cabin crew (e.g. flight attendants)</b></li> <li>• <b>'CR3' = Airline operation management with cockpit access (e.g. safety inspectors, instructors)</b></li> <li>• <b>'CR4' = Cargo non-cockpit crew and/or non-crew individuals</b></li> <li>• <b>'CR5' = Crew on aircraft but not on duty (deadhead).</b></li> </ul>
110	Identifier of the code list that contains the Employment Status code.
111	The agency responsible for a code list.

**21. Nationality (NAT) - Traveler Citizenship**

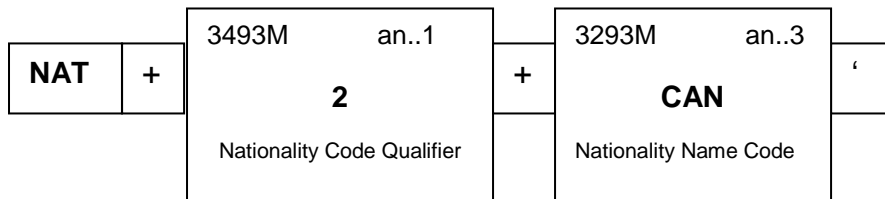
**Purpose:** A segment to indicate the nationality (current citizenship) of a traveler.

**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Mandatory**

**21.1 NAT Example**



**21.2 NAT Element Definitions**

**Sample Image**

NAT+2+CAN'

Sample Element Value	Element Definition
NAT	Segment label.
2	<b>Always '2' (Current Nationality).</b>
CAN	Nationality code. <b>Use 3-characters ISO 3166 Country Code to report Country of Nationality (Citizenship).</b>

**22. Reference (RFF) – Reservation Number**

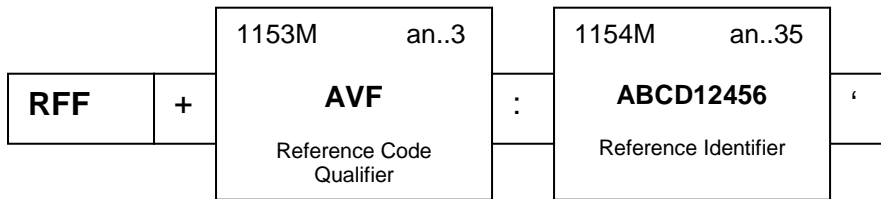
**Purpose:** A segment to identify a passenger’s reservation number. (Also known as Passenger Locator Number or PNR number.)

**Segment Group:** Group 4 (Mandatory)

**Segment Level:** 2

**Segment Usage:** **Conditional** – report if available

**22.1 RFF Example**



**22.2 RFF Element Definitions**

**Sample Image**

RFF+AVF:ABCD12456'

Sample Element Value	Element Definition
RFF	Segment label.
AVF	Reference code <b>Always 'AVF'</b>
ABCD12456	Passenger flight reservation number. <b>Maximum of 35 characters.</b>

**23. Document/Message Details (DOC) – Traveler Document(s)**

**Purpose:** A segment to identify the traveler’s travel document(s), such as a passport that will be presented for inspection.

**Note:** A visa should not be reported.

**Segment Group:** Group 5 (Mandatory)

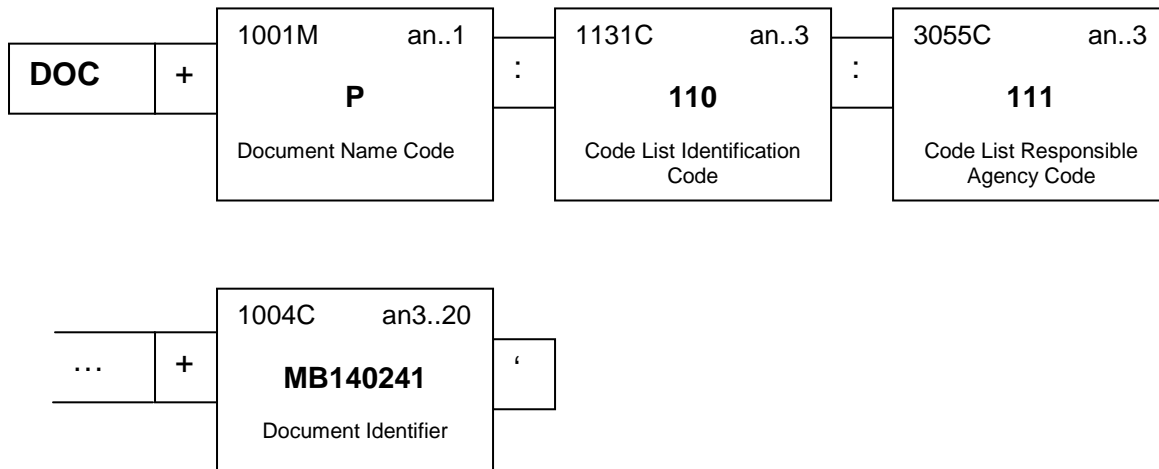
- A DOC segment group may be sent to report the traveler’s documents.

**Segment Level:** 2

**Segment Usage:** Mandatory (if Group 5 is reported)

- Each Group 5 loop (Documents) begins with a DOC segment.

**23.1 DOC Example**



## 23.2 DOC Element Definitions

### Sample Image

DOC+P:110:111+MB140241'

Sample Element Value	Element Definition
DOC	Segment label.
P	The document name code <b>Refer to Table 8 – “APIS Travel Document reporting Rules for a list of valid APIS document types and type codes.”</b>
110	Identifier of the code list that contains the document name code. Not needed if Document Name (Type) Code is one of the ICAO 9303 codes, but is allowed.
111	The agency responsible for a code list. Not needed if Document Name (Type) Code is one of the ICAO 9303 codes, but is allowed.
MB140241	Unique number assigned to the document identified in Data Element 1001.

### Notes:

1. Refer to Section 2.7, Table 8 – “APIS Travel Document Reporting Rules” for a list of valid APIS document types and type codes. This table also contains information about which documents have MRZs, which required reporting of Issuing Country and/or Expiration Date, and other comments relating to the document type.
2. This Guide does not imply which of these documents may be required for a given traveler. If documents are required at all, the APIS regulations specify:
  - For arriving or departing passengers a passport (where applicable)
  - For arriving or departing crew members, a passport and
    - pilot’s license (where applicable), or
3. Only two Group 5 sets of document data should be reported. If a crew member has a Pilot’s License, only report one other identifying document (i.e. the passport.)
4. Crew members having a passport and requiring the reporting of their pilot’s license number should have their passport and pilot’s license reported on a flight crew manifest.

**Date/Time/Period (DTM) – Document Expiration**

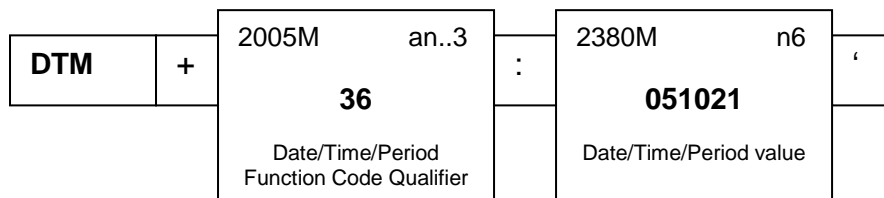
**Purpose:** A segment used to specify associated dates/times related to documents.

**Segment Group:** Segment Group 5 (Mandatory)

**Segment Level:** 3

**Segment Usage:** **Mandatory**

**23.3 DTM Example**



**23.4 DTM Element Definitions**

**Sample Image**

DTM+36:051021'

Sample Element Value	Element Definition
DTM	Segment label.
36	A date, time, or period. <ul style="list-style-type: none"> <li>• <b>'36' = Document Expiration Date.</b></li> </ul>
051021	The value of a date, a date and time, a time, or of a period. <b>Date formatted 'YYMMDD' as follows:</b> <ul style="list-style-type: none"> <li>• <b>YY = Year</b></li> <li>• <b>MM = Month</b></li> <li>• <b>DD = Day</b></li> </ul>

**Notes:**

1. Function Code Qualifier '36' is used for all documents. (if document does not carry an expiration date use '990101')
2. Refer to Section 2.7, Table 8 – “APIS Travel Document Reporting Rules” for a list of valid APIS document types and type codes. This table also contains information about which documents have MRZs, which require reporting of Issuing Country and/or Expiration Date, and other comments relating to the document type.



**24. Place/Location Identification (LOC) – Document Issuing Country**

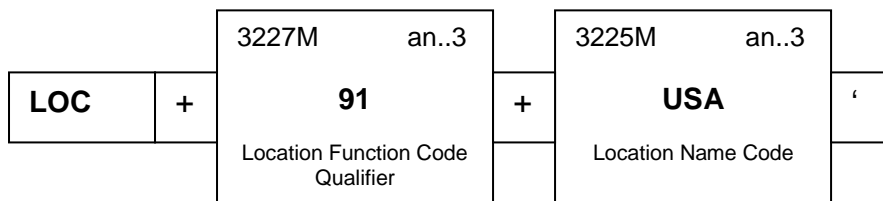
**Purpose:** A segment indicating the country that issued the document.

**Segment Group:** Segment Group 5 (Mandatory)

**Segment Level:** 3

**Segment Usage:** **Mandatory**

**24.1 LOC Example**



**24.2 LOC Element definitions**

**Sample Images**

LOC+91+USA'

Sample Element Value	Element Definition
LOC	Segment label.
91	Location code. <b>Always '91' (Place of document issue).</b>
USA	Code specifying the name of the country that issued the document. <b>Mandatory. Must be a 3-character ISO 3166 Country Code.</b>

**Notes:**

Refer to Section 2.7, Table 8 – “APIS Travel Document Reporting Rules” for a list of valid APIS document types and type codes. This table also contains information about which documents have MRZs, which require reporting of Issuing Country and/or Expiration Date, and other comments relating to the document type.

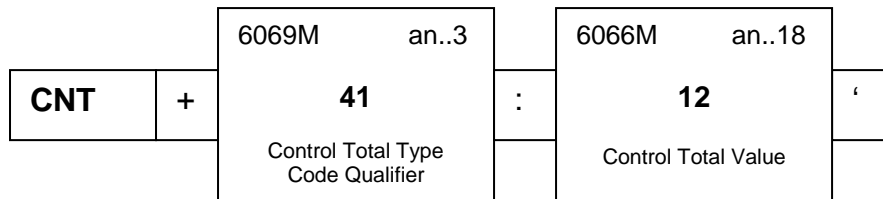
## 25. Control Total (CNT)

**Purpose:** A segment specifying the total number of passengers or crew members on the flight.

**Segment Level:** 0

**Segment Usage:** Mandatory

### 25.1 CNT Example



### 25.2 CNT Element Definitions

#### Sample Image

CNT+41:12'

Sample Element Value	Element Definition
CNT	Segment label.
41	The type of total. <b>Possible code values are:</b> <ul style="list-style-type: none"> <li>• '41' = Total number of crew</li> <li>• '42' = Total number of passengers</li> </ul>
12	The value of the control total*. <p><b>*For flight manifests, this value should reflect total number of passengers or crew members for a specific flight, not the number being reported in this transaction.</b> (For example, if there are 50 passengers on the flight, and 30 are reported on this transaction, the control total should be 50).</p> <p>When a transaction is sent for a given departure airport, the total should include all travelers known to the departure control system at that port. This should include travelers who may have boarded at an earlier port in the flight itinerary, but who have not left the plane and reboarded.</p>

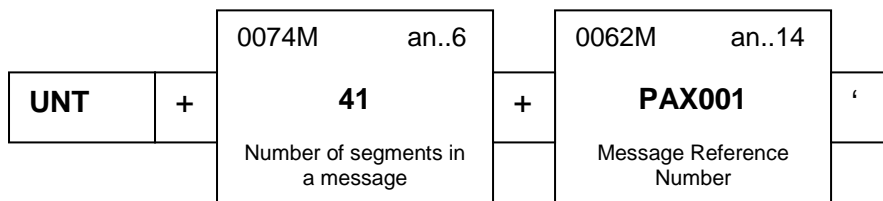
## 26. Message Trailer (UNT)

**Purpose:** A service segment ending a message, giving the total number of segments in the message (including UNH and UNT) and the control reference number of the message.

**Segment Level:** 0

**Segment Usage:** Mandatory

### 26.1 UNT Example



### 26.2 UNT Element Definitions

#### Sample Image

UNT+41+PAX001'

Sample Element Value	Element Definition
UNT	Segment label.
41	Control count of number of segments in a message. <b>(A “message” consists of the segment group starting with a UNH and ending with this UNT. This control count does not include and UNA, UNB, UNG, UNE, or UNZ segments.)</b>
PAX001	Unique message reference assigned by the sender. <b>The value should be identical to value contained in Data Element 0062 of the preceding UNH segment.</b>

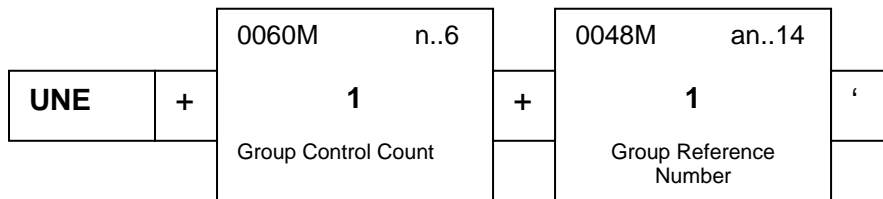
## 27. Group Trailer (UNE)

**Purpose:** To end and check the completeness of a group.

**Segment Level:** 0

**Segment Usage:** **Conditional** – only used if the UNG segment was sent.

### 27.1 UNE Example



### 27.2 UNE Element Definitions

#### Sample Image

UNE+1+1'

Sample Element Value	Element Definition
UNE	Segment label.
1	The number of messages and packages in a group. <b>(Will usually have the value 1; if the transmission includes both Crew and Passenger lists, it will be 2.)</b>
1	Unique reference number for the group within an interchange. <b>Value should be identical to the value in UNG segment (if sent); Data Element 0048.</b>

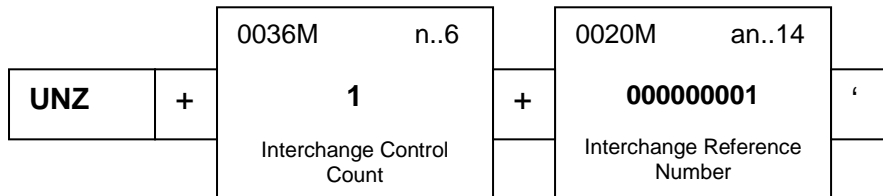
## 28. Interchange Trailer (UNZ)

**Purpose:** To end and check the completeness of an interchange.

**Segment Level:** 0

**Segment Usage:** Mandatory

### 28.1 UNZ Example



### 28.2 UNZ Element Definitions

#### Sample Image

UNZ+1+000000001'

Sample Element Value	Element Definition
UNZ	Segment label.
1	The number of messages and packages in an interchange or, if used, the number of groups in an interchange. <b>Always 1.</b>
000000001	Unique reference assigned by the sender to an interchange. <b>Value should be identical to the value in UNB segment; Data Element 0020.</b>

t  
e  
r  
c  
h  
a  
n  
g  
e

# **APPENDICES**

## **Appendix A. Segment Group Coding Rules - Passenger Manifests**

Segment Groups were described in Section 3 "Message Structure", and many of the individual segments defined above are contained in one of the groups. The importance of segment groups is that they are a set of related segments that work together to report an important business entity. To do this properly, many of the groups have coding rules that provide the context for the rules of individual segments. This appendix describes the PAXLST segment groups and their rules in detail.

### **A.1. Group 1 - Reporting Party**

This group is mandatory and describes the party responsible for the data being reported. JRCC will contact this party if any problems are found with the transmission. JRCC expects that all filers will provide accurate data with the transmission.

### **A.2. Group 2 - Flight Identification**

This group is mandatory and consists of a single TDT segment that identifies the carrier and flight number. If this segment is missing or invalid, the APIS message will be discarded.

### **A.3. Group 3 - Flight Itinerary**

**There are some important differences in Group 3 coding between: (a) passenger manifests, (b) crew member manifests. This section applies only to passenger manifests. Crew member manifests are described in Appendix G.1.3.**

This group is subordinate to Group 2. In the WCO/IATA/ICAO standard, it consists of 2 to 10 loops, each containing a LOC segment and 1 or 2 DTM segments. The LOC reports an airport in the flight's itinerary, and the DTM(s) report the scheduled Arrival and Departure date/time at that airport (in the local time zone).

1. Maximum and minimum number of LOC – DTM loops:
  - Only two LOC-DTM loops are expected. These loops report the Departure airport (LOC+125 segment) and Arrival airport (LOC+87 segment). (**Note:** "125" and "87" are the Location Function Code Qualifiers for departure and arrival, respectively.)
2. Final Destination, and In-Transit airports:
  - A flight that transits through the CARICOM must be reported as both an Inbound and an Outbound flight in two separate PAXLST messages (Refer to rule #4 below).
3. Date/Time Reporting:
  - It is expected that the first airport reported in the itinerary will only have a scheduled Departure date/time, and the last reported airport will only have an Arrival date/time.

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### 4. Flights Transiting Through CARICOM:

- If a flight transits through CARICOM, it must be reported as both an inbound flight and an Outbound flight. (Refer to rule #4 below.) For example, a flight itinerary of LGW- BGI -POS would be reported as:
  - An Inbound flight, with itinerary  
LOC+125+LGW  
LOC+87+BGI  
*(Required DTM segments not shown)*
  - An Outbound flight, with itinerary  
LOC+125+BGI  
LOC+87+POS  
*(Required DTM segments not shown)*
- It is logically impossible for the APIS system to process a transmission as both Inbound and Outbound. So, a flight that transits through CARICOM must be reported in two transactions, one for the Inbound leg(s) and one for the Outbound leg(s). For example, a London – Port of Spain – Barbados flight must be split into two transmissions, one for London Port of Spain and the other for Port of Spain - Barbados. The London – Port of Spain will be processed as an Inbound flight and the Port of Spain –Barbados leg will be an Outbound flight from Port of Spain and an Inbound to Barbados. If it is not reported this way, CARICOM will not recognize the Port of Spain - Barbados leg as an Inbound flight.

This condition also applies to "round robin" flights where a carrier operates a round-trip flight that leaves and returns to CARICOM (or enters and then leaves CARICOM) under a single flight number. As above, report this type of flight using two separate transmissions.

### 5. Determining Inbound or Outbound status:

- Inbound/Outbound status is vital to correct processing of the flight, as it controls a number of system and manual processes that are significantly different. The PAXLST format does not have a way to explicitly report that the flight is arriving into CARICOM or departing from CARICOM; the country where the first airport in the itinerary is located determines this. If the first arrival airport is in a CARICOM APIS Participating Member State, the flight is Inbound; if the first arrival airport is outside a CARICOM APIS Participating Member State, the flight is Outbound.



#### A.4. Group 4 -Persons

**Note: Coding rules for Person segments and Crew member manifests are different. In particular, additional segment types may be required for crew members, and the structure of certain segments is different for crew members than for passengers. Refer to Appendix F.1.2.**

- At least one occurrence of this group is mandatory. A message sent without any travelers will be received and stored but will not be processed, and might not be acknowledged. **Carriers are strongly encouraged to avoid sending messages without traveler names. Processing of blank blocks of data negatively affects the efficiency of APIS processing.**
- This group consists of a number of segments. The following order of transmission must be followed for each traveler:
  - NAD (Traveler Type, Name, and Address)
  - ATT (Gender)
  - DTM (Date of Birth)
  - LOCs (Traveler's Itinerary, and Country of Residence)
  - EMP (Crew / Non-crew Status/Function)
  - NAT (Nationality/Citizenship)
  - RFF (Reservation/Passenger Name Reference (PNR) Locator, if sent)
  - Group 5 Documents (refer to section A.5)

**Note: If a traveler's segments are transmitted in a different order, the traveler might not be processed correctly. Also, subsequent travelers in the message might be discarded and not processed at all. This could result in penalties to the carrier.**

- The NAD segment is mandatory for each traveler. Presence of an NAD indicates the beginning of data for a new traveler.

Carrier accuracy is based on matching the data transmitted via APIS to the data provided by the arriving traveler; therefore carriers should base their data on the traveler's identification document (usually a passport). The ICAO standard for machine-readable documents has 2 name fields (Surname and Given Name, separated by "<<" characters) and allows numerous sub-fields (separated by "<"). The NAD segment allows up to 3 fields for name components and allows embedded spaces. In general, a name scanned from a document can be transmitted using 2 NAD fields - for sub-fields, the "<" character should be converted to an embedded space. Special characters, such as an apostrophe, should also be converted to spaces. Examples of this are given in the description of the Group 4 NAD segment in section 16.

- If data is transmitted for a traveler via one or more ATT, DTM, LOC, EMP, NAT, RFF, and/or DOC segments, and there is no preceding NAD for the traveler, data for subsequent travelers in the transmission may be lost.
- The NAD's Party Function Code Qualifier should be consistent with the type of list indicated on the BGM segment.

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- CARICOM has established requirements for traveler bio data reporting using the NAD segment. Refer to the CARICOM APIS Legislation for clarification.
- The ATT and DTM segments are mandatory.
- Rules for reporting data using various LOC segments have been established.
  - LOCs are used to report the traveler's Country of Residence and itinerary (Embarkation, Debarkation, and Clearance locations).
  - The traveler's itinerary is especially important when it does not correspond exactly to the flight itinerary that was reported.
  - Even if the traveler's itinerary does match the flight itinerary, it must still be reported for the traveler in Group 4 LOC segments.
- The EMP segment is only used on crew manifests.
- The NAT segment is mandatory.

### A.5. Group 5 - Documents

**Note: Document segment rules are the same for Passenger and Crew member manifests. However, the required types of documents may be different.**

This group is subordinate to Group 4. In the IATA/WCO standard, it consists of 0 to 2 loops, each containing 1 DOC segment, 0 to 2 DTM segments, and 0 or 1 LOC segment.

- The Group 5 segments should be transmitted in the following order:
  - DOC (Document Type code and Number)
  - DTM (Date of Expiration - if applicable)
  - LOC (Country of Issue - if applicable)
- The DOC segment is mandatory if the group appears. If document data is transmitted for a traveler via one or more DTM and/or LOC segments, and if there is no preceding DOC for the document, data for subsequent travelers in the transmission may be lost.
- The DOC segment has the Type code and the Number. Refer to the description of the Group 5 DOC segment in section 23.
- The DTM segment reports the document's expiration date, if applicable. Refer to the description of the Group 5 DTM segment in section 24.
- The LOC segment reports the country that issued the document, if applicable. Refer to the description of the Group 5 LOC segment in section 25.

## Appendix B. Business Scenarios and PAXLST Examples

Following are examples of PAXLST messages for Passenger manifests. Some of them also include segments that represent Crew member manifest data, although most carriers will not combine Passenger and Crew member manifests in the same transmission. Examples of Crew Member manifests are shown in Appendix G. The following notes apply to all examples:

- Examples may use data that resembles real airlines and individuals. Any resemblance to actual airlines or Individuals is coincidental and does not imply that the airlines or individuals took the actions being reported by the example.
- For clarity, example messages in this guide are shown with a line break between segments. This is completely arbitrary and line breaks have no meaning in the syntax. (Refer to example B.1). Messages must be transmitted as a continuous bit stream.
- None of the examples show any communications header or trailer data that may be required by SITA, ARINC, or any other network. Details of any such data are outside the scope of this guide.
- Where the example shows a complete APIS transmission, it may be too long to fit into size limitations of various message types. The examples do not show this, and it may be necessary for the message to be split into two or more blocks that will be transmitted separately. If this is done, each block must have a complete set of header/trailer segments, a BGM segment, and flight ID and flight itinerary segments.

**(Note: ARINC and SITA Type B messages can be 64K long so it is less likely that multiple blocks will be needed.)**

- In some examples, notations of certain items are shown in parentheses and italic font.
- In some examples, information may have been intentionally left out due to space limitations.

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### B.1. Sample UNEDIFACT Message, Displayed with Arbitrary Line Breaks

This message is shown with line breaks that are defined by the page width and Microsoft Word formatting rules. It can be seen that the message segments are contiguous, and there is no intervening break between the terminator of one segment and the segment label of the next.

```
UNA:+.? 'UNB+UNOA:4+AIR1:ZZ+CARICOMAPIS:ZZ+030421:0900+000000001++
APIS'UNG+PAXLST+AIR1:ZZ+CARICOMAPIS:ZZ+030421:0900+1+UN+D:02B'UNH+
PAX001+PAXLST:D:02B:UN:IATA+ABC01+01:F'BGM+745'NAD+MS+++RAYMOND RAY'COM+703
555 1234:FX+703 555 9876:TE'TDT+20+JR001'LOC+125+SYD
'DTM+189:0304210830:201'LOC+87+HNL'DTM+232:0304201840'NAD+FL+++CLARK: MICHAEL'
ATT+2++M' DTM+32 9: 550907' LOC+22+HNL' LOC+174+USA'
LOC+178+SYD'LOC+179+LAX'NAT+2+USA'RFF+AVF:ABCD1234'DOC+P+MB140241
'DTM+36:051021'LOC+91+USA'NAD+FL+++COLLIE:JULIEN:RAY+201 ANYSTREET
+ANYCITY+BB+11000'ATT+2++M'DTM+329:570121'LOC+22+HNL'LOC+174+US
A'LOC+178+MEL'LOC+179+SFO'NAT+2+CAN'RFF+AVF:ZYXW9876 'DOC+P+AAWE
4331'DTM+36:051021'LOC+91+CAN'CNT+42:2'UNT+38+PAX001'UNE+1+1'UNZ+1+000000001'
```

## CARICOM APIS GUIDELINES

### B.2. Sample Inbound - Single Leg Flight with a Passenger Clearing at Arrival

Flight/Route: LIAT #123, UVF - POS

This message is an addition to the manifest. The flight itinerary follows the TDT segment. There must be an LOC+125 segment to show departure, followed by an LOC+87 segment to show arrival. The passenger is a Canadian citizen residing in the U.S., presenting a Canadian passport upon arrival.

Information may have intentionally been omitted from this example for space considerations.

UNA:+.? ' UNB+UNOA:4+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1545+000000001++APIS'  
UNG+PAXLST+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1545+1+UN+D:02B'  
UNH+PAX001+PAXLST:D:02B:UN:IATA'  
BGM+745' *(This is a Passenger list)*  
NAD+MS+++JOHN SMITH *(Point of Contact Name)*  
TDT+20+JR0001' *(Flight LI123)*  
LOC+125+UVF'  
DTM+189:0402191540:201 ' *(Flight departure date/time from Hewanorra)*  
LOC+87+POS'  
DTM +232:0402200130:201' *(Flight estimated arrival date/time in Port of Spain)*  
NAD+FL+++CLARK:MICHAEL+123 E MAIN ST+NEW YORK+NY+10053+USA'  
*(Passenger name and destination address)*  
ATT+2++M' *(Gender)*  
DTM+329:72090T *(Date of Birth)*  
LOC+22+POS' *(Traveler's arrival in Port of Spain)*  
LOC+178+UVF' *(Traveler started journey in Hewanorra)*  
LOC+179+POS' *(Traveler's destination is Port of Spain)*  
LOC+174+USA' *(U S. resident)*  
NAT+2+CAN' *(Canadian citizen)*  
DOC+P:110:111+MB 140241' *(110 and 111 optional for passports)*  
DTM+36:051021' *(Passport expiration date)*  
LOC+91+CAN' *(Canadian passport)*  
CNT+42:240' *(240 passengers on flight; "42" used for Passengers)*  
UNT+21+PAX001' *(21 segments in UNH – UNT "message")*  
UNE+1+1'  
UNZ+1+000000001'

## CARICOM APIS GUIDELINES

### B.3. Sample Inbound – Multiple - Leg Flight with a Passenger Clearing at Arrival

Flight/Route: British #999, LGW - UVF - POS

The flight itinerary is London Gatwick – Hewanorra – Port of Spain.

The passenger boarded in London Gatwick, clears at Port of Spain, and presents an Argentine passport.

Information may have intentionally been omitted from this example for space considerations.

#### Inbound Transmission 1 of Flight BA999

UNA:+.? '

UNB+UNOA:4+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1100+000000001++APIS'

UNG+PAXLST+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1100+1+UN+D:02B'

UNH+BA999-020722+PAXLST:D:02B:UN:IATA'

BGM+745'

NAD+MS+++KELLY JACKSON'

*(Point of Contact -Name)*

COM+305 555 6789 X519:TE+305 555 6911 :FX'

TDT+20+BA999'

LOC+125+LGW'

*(Departure, using LOC+125)*

DTM+189:0402191540:201'

LOC+87+UVF'

*(Arrival, using LOC+87)*

DTM+232:0402191830:201'

NAD+DDU+++BROWN:MIKE:SEAN'

*(Code 'DDU' for In-Transit; no address)*

ATT+2++M'

DTM+329:67051'

LOC+22+POS'

*(Clearance in Port of Spain)*

LOC+178+LGW'

*(Passenger embarks at London Gatwick)*

LOC+179+POS'

*(Passenger destination is Port of Spain)*

LOC+174+ARG'

*(Argentine resident)*

NAT+2+ARG'

*(Argentine citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XY426241'

DTM+36:051021'

*(Passport expiration date)*

LOC+91+ARG'

*(Argentine passport)*

NAD+FL+++BLACK:JIM:JOE+221 BISCAYNE BLVD NW+MIAMI+FL+33220'

ATT+2++M'

DTM+329:67051'

LOC+178+LGW'

*(Passenger embarks at London Gatwick)*

LOC+179+UVF'

*(Passenger destination is St. Lucia)*

LOC+174+USA'

*(American resident)*

NAT+2+USA'

*(American citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XB426241'

DTM+36:051022'

*(Passport expiration date)*

LOC+91+USA'

*(American passport)*

CNT+42:269'

*(269 passengers on flight; "42" used)*

UNT+23+AA995-020722'

UNE+1+1'

UNZ+1+000000001'

## CARICOM APIS GUIDELINES

### B.4. Sample Inbound – Multiple - Leg Flight. Passenger Itinerary Differs from Flight Itinerary, and Passenger is Transiting to Another Country

Flight/Route: British #999, LGW -UVF -POS

*Inbound Transmission 2 of Flight BA999*

The flight itinerary is Hewanorra – Port of Spain.

Passenger Miguel Bourges is an Argentine Citizen living in Argentina. He started his journey in London, will change planes in Port of Spain, and transit on to St. Vincent.

Only the Hewanorra and Port of Spain locations must be reported on the flight itinerary.

Information may have intentionally been omitted from this example for space considerations.

UNA:+.?'

UNB+UNOA:4+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1100+000000001++APIS'

UNG+PAXLST+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1100+1+UN+D:02B'

UNH+BA999-020722+PAXLST:D:02B:UN:IATA'

BGM+745'

*(This is a Passenger list; note "FL" on NAD)*

NAD+MS+++KELLY JACKSON'

*(Point of Contact -Name)*

COM+305 555 6789 X519:TE+305 555 6911 :FX'

TDT+20+BA999'

LOC+125+UVF'

*(Departure, using LOC+125)*

DTM+189:0402191900:201'

LOC+87+POS'

*(Arrival, using LOC+87)*

DTM+232:0402191955:201'

NAD+DDU+++BORGES:MIGUEL:SANTOS'

*(Code 'DDU' for In-Transit; no address)*

ATT+2++M'

DTM+329:67051'

LOC+22+POS'

*(Clearance in Port of Spain)*

LOC+178+LGW'

*(Passenger embarks at London Gatwick)*

LOC+179+SVD'

*(Passenger transits to Saint Vincent)*

LOC+174+ARG'

*(Argentine resident)*

NAT+2+ARG'

*(Argentine citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XY426241'

DTM+36:051021'

*(Passport expiration date)*

LOC+91+ARG'

*(Argentine passport)*

NAD+FL+++BROWN:MIKE:SEAN'

*(Code 'FL' no longer In-Transit)*

ATT+2++M'

DTM+329:67051'

LOC+22+POS'

*(Clearance in Port of Spain)*

LOC+178+LGW'

*(Passenger embarks at London Gatwick)*

LOC+179+POS'

*(Passenger destination is Port of Spain)*

LOC+174+ARG'

*(Argentine resident)*

NAT+2+ARG'

*(Argentine citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XY426241'

DTM+36:051021'

*(Passport expiration date)*

LOC+91+ARG'

*(Argentine passport)*

CNT+42:148'

*(148 passengers on flight; "42" used)*

UNT+23+AA995-020722'

UNE+1+1'

UNZ+1+000000001'

## B.5. Crew and Passenger Combined Message

*This example is NOT intended for AQQ or Secure Flight reporting. This example clarifies APIS reporting of combined passenger and crew information within a single transmission. Note the use of 'CARICOM APIS' identifier in the UNB Interchange Receiver ID element"*

Flight/Route: JRCTEST, MBJ –PTP

This is an example of a transmission that contains both a Crew list and a Passenger list.

- There is one set of UNA, UNB, UNG, UNE, and UNZ segments for the entire transmission. The UNE group count is 2, since there are two lists.
- There are two UNH-UNT loops, or “messages”, one for each list. Note that the first has a message reference of “CREW001”, and the second has a reference of “PAX001.”
- The first list (Crew) has a BGM value of 250; the second list (Passengers) has a BGM of 745. The order of the lists is not important.
- Since both lists should refer to the same flight the segments in Groups 2 and 3 (TDT, LOC, DTM) for flight identification and itinerary are the same.

**The following example includes changes:**

- **BGM Flight types code of “CC” (Passenger Flight, Crew Change)**
- **Home address for crew members on Group 4 NAD**
- **Place of Birth on Group 4 LOC**



## CARICOM APIS GUIDELINES

Information may have intentionally been omitted from this example for space considerations.

UNA:+.? '  
 UNB+UNOA:4+JRC+**CARICOMAPIS**:ZZ+110508:1044+JRC1105081044++APIS'  
 UNG+PAXLST+JRCCTEST AIRLINES+CARICOMAPIS+110508:1044+001+UN+D:02B'  
 UNH+**CREW001**+PAXLST:D:02B:UN:IATA' (Start of 1<sup>st</sup> UNH- UNT "message")  
 BGM+**250+CC**' (Crew list, for change of crew)  
 NAD+MS+++RICK VAUGHN'  
 COM+18004322615:TE+16786233599:FX+RVAUGHAN@FLYPACE.COM:EM'  
 TDT+20+JRCCTEST1' (Flight JRCCTEST1)  
 LOC+125+MBJ' (Departure from Montego Bay)  
 DTM+189:1105081100:201'  
 LOC+87+PTP' (Arrival in Guadeloupe)  
 DTM+232:1105081500:201'  
 NAD+**FM**+++HODGE:HENRY'  
 ATT+2++M'  
 DTM+329:631205'  
 LOC+178+MBJ'  
 LOC+179+PTP'  
 LOC+180+JAM+:::KINGSTON' (Place of Birth – no state/province name)  
 EMP+1+CR2:110:111' (Status detail- CR2 flight attendant)  
 NAT+2+JAM'  
 DOC+P:110:111+98549'  
 DTM+36:111211'  
 LOC+91+JAM'  
 CNT+**41**:1' (Crew count)  
 UNT+24+**CREW001**' (End of 1<sup>st</sup> UNH-UNT "message")  
 UNH+**PAX001**+PAXLST:D:02B:UN:IATA' (Start of 2<sup>nd</sup> UNH-UNT "message")  
 BGM+**745**' (**Passenger List**)  
 NAD+MS+++RICK VAUGHN' (Same point of contact as Crew list)  
 COM+18004322615:TE+16786233599:FX+RVAUGHAN@FLYPACE.COM:EM'  
 TDT+20+JRCCTEST1' (Same flight/itinerary as Crew list)  
 LOC+125+MBJ'  
 DTM+189:1105081100:201'  
 LOC+87+PTP'  
 DTM+232:1105081500:201'  
 NAD+FL+++TEST:DEBORAH' (Address not required)  
 ATT+2++M'  
 DTM+329:510718'  
 LOC+178+MBJ'  
 LOC+179+PTP'  
 NAT+2+GRD'  
 DOC+P:110:111+G0046789'  
 DTM+36:110607'  
 LOC+91+GRD'  
 CNT+42:1' (Passenger Count)  
 UNT+23+PAX001' (End of 2<sup>nd</sup> UNH-UNT "message")  
 UNE+2+001'  
 UNZ+1+JRC1105081044'

## CARICOM APIS GUIDELINES

### B.6. Sample Outbound – Single-Leg Flight.

Flight/Route: Continental #1601, POS-MIA

- The flight itinerary is Port of Spain-Miami.
- The passenger began his journey in SAINT LUCIA.

Information may have intentionally been omitted from this example for space considerations.

UNA:+.? '  
UNB+UNOA:4+BUD1:ZZ+CARICOMAPISAPIS:ZZ+040219:1125+BBBB++APIS'  
UNG+PAXLST+BUD1:ZZ +CARICOMAPIS:ZZ+040219:1125+GGGG+UN+D:02B'  
UNH+HHHH+PAXLST:D:02B:UN:IATA'  
BGM+745'  
NAD+MS+++JOHN WAGNER'  
COM+713 555 2345:TE+703 555 9876:FX'  
TDT+20+CO1601'  
LOC+125+**POS**' *(Departure, using LOC+125)*  
DTM+189:0402191140:201'  
LOC+87+**MIA**' *(Arrival in Miami, using LOC+87)*  
DTM+232:0402191330:201'  
NAD+FL+++EWING:JAMES:R'  
ATT+2++M'  
DTM+329:670517'  
LOC+178+**SLU**' *(Trip started in SAINT LUCIA)*  
LOC+179+MIA' *(Trip ends in Miami)*  
NAT+2+USA'  
RFF+AVF+SA654234987'  
DOC+P:110:111+XY426241'  
DTM+36:051021'  
LOC+91 +USA'  
CNT+42:269'  
UNT+23+HHHH'  
UNE+1+GGGG'  
UNZ+1+BBBB'

## CARICOM APIS GUIDELINES

### B.7. Sample Outbound – Multiple - Leg Flight

Flight/Route: BW 777, GUY-POS-MIA

The flight itinerary is Guyana-Port of Spain.

The passenger boarded in Guyana, clears at Miami, and presents a Canadian passport.

Information may have intentionally been omitted from this example for space considerations.

#### Outbound Transmission 1 of Flight BW777 GUY-POS

UNA:+.?

UNB+UNOA:4+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1100+000000001++APIS'

UNG+PAXLST+BUD1:ZZ+CARICOMAPIS:ZZ+040219:1100+1+UN+D:02B'

UNH+BW777-020722+PAXLST:D:02B:UN:IATA'

BGM+745'

NAD+MS+++KELLY JACKSON'

*(Point of Contact -Name)*

COM+305 555 6789 X519:TE+305 555 6911 :FX'

TDT+20+**BW777**'

LOC+125+**GUY**'

*(Departure, using LOC+125)*

DTM+189:0402191540:201'

LOC+87+**POS**'

*(Arrival, using LOC+87)*

DTM+232:0402191830:201'

NAD+**DDU**+++BORGES:MIGUEL:SANTOS'

*(Code 'DDU' for In-Transit; no address)*

ATT+2++M'

DTM+329:67051'

LOC+178+**GUY**'

*(Passenger embarks at Guyana)*

LOC+179+**MIA**'

*(Passenger destination is Miami)*

LOC+174+CAN'

*(Canadian resident)*

NAT+2+CAN'

*(Canadian citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XY426241'

DTM+36:051021'

*(Passport expiration date)*

LOC+91+**CAN**'

*(Canadian passport)*

NAD+**FL**+++TOM:DAN:JONES'

*(Code 'FL' for Passenger)*

ATT+2++M'

DTM+329:67051'

LOC+178+**GUY**'

*(Passenger embarks at Guyana)*

LOC+179+**POS**'

*(Passenger destination is Port of Spain)*

LOC+174+TTO'

*(Trinidad resident)*

NAT+2+TTO'

*(Trinidad citizen)*

RFF+AVF+23234987'

*(Passenger Name Record Locator)*

DOC+P:110:111+XY426241'

DTM+36:051021'

*(Passport expiration date)*

LOC+91+**TTO**'

*(Trinidad passport)*

CNT+42:269'

*(269 passengers on flight; "42" used)*

UNT+23+AA995-020722'

UNE+1+2'

UNZ+1+000000001'

## CARICOM APIS GUIDELINES

### B.7. Sample Outbound – Multiple - Leg Flight cont.

Flight/Route: BW 777, GUY-POS -MIA

The flight itinerary is Port of Spain – Miami.

Only the Guyana and Port of Spain locations must be reported on the flight itinerary. The passenger boarded in Guyana, clears at Miami, and presents a Canadian passport. The passenger's itinerary should show Guyana as port of embarkation.

Information may have intentionally been omitted from this example for space considerations.  
*Outbound Transmission 2 of Flight BW777 POS-MIA*

UNA:+.? '  
UNB+UNOA:4+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1100+000000001++APIS'  
UNG+PAXLST+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1100+1+UN+D:02B'  
UNH+BW777-020722+PAXLST:D:02B:UN:IATA'  
BGM+745' (This is a Passenger list; note "FL" on NAD)  
NAD+MS+++KELLY JACKSON' (Point of Contact -Name)  
COM+305 555 6789 X519:TE+305 555 6911 :FX'  
TDT+20+**BW777**'  
LOC+125+**POS**' (Departure, using LOC+125)  
DTM+189:0402191900:201'  
LOC+87+**MIA**' (Arrival, using LOC+87)  
DTM+232:0402191955:201'  
NAD+**FL**+++BORGES:MIGUEL:SANTOS+2216 FLAGLER BLVD SW+MIAMI+FL+33219'  
ATT+2++M'  
DTM+329:67051'  
LOC+178+GUY' (Passenger embarks at Guyana)  
LOC+179+MIA' (Passenger destination is Miami)  
LOC+174+CAN' (Canadian resident)  
NAT+2+CAN' (Canada citizen)  
RFF+AVF+23234987' (Passenger Name Record Locator)  
DOC+P:110:111+XY426241'  
DTM+36:051021' (Passport expiration date)  
LOC+91+**CAN**' (Canadian passport)  
NAD+**FL**+++BLACK:JIM:JOE+221 BISCAYNE BLVD NW+MIAMI+FL+33220'  
ATT+2++M'  
DTM+329:67051'  
LOC+178+POS' (Passenger embarks at Port of Spain)  
LOC+179+MIA' (Passenger destination is Miami)  
LOC+174+USA' (American resident)  
NAT+2+USA' (American citizen)  
RFF+AVF+23234987' (Passenger Name Record Locator)  
DOC+P:110:111+XB426241'  
DTM+36:051022' (Passport expiration date)  
LOC+91+**USA**' (American passport)  
CNT+42:148' (148 passengers on flight; "42" used)  
UNT+23+AA995-020722'  
UNE+1+2'  
UNZ+1+000000001'

## Appendix C. Registration, Qualification Testing, and Production Monitoring

### C.1. Introduction

Before using APIS, carriers and software/service providers must register. The purpose of registration is to provide points of contact, and some information about how APIS will be used.

Senders will be required to submit test data in the UN/EDIFACT format for evaluation by the testing team: The purpose of qualification testing is to ensure that the carriers' systems and operational procedures will allow for consistent transmissions of data that will follow UN/EDIFACT syntax rules and validation processing.

Data quality is the responsibility of the carriers and the software they use. Some carriers might build their own software or hire a vendor to do so, while others might use a global distribution system (GDS). CARICOM expects each carrier to carry out testing with us to ensure not only the quality of the software but also the ability of the carrier's personnel to use it correctly. However, if a carrier is using software that has been used successfully by other carriers, the process should go quickly.

Not all carriers will use the same software in all airports. It is common practice for carriers to contract out operations (such as passenger check-in and departure control) at airports where they have few flights. This may result in data for a flight being sent from a number of systems. CARICOM expects carriers to have procedures that allow them to correctly report all passengers no matter what system(s) are used.

### C.2. Outline of Testing Procedure

Qualification testing will cover the ability to transmit data according to the UN/EDIFACT format and will uncover technical errors. However, it will not necessarily uncover all conditions that could result in a penalty error for failing to provide complete and correct data on all travelers. Testing will focus on two areas:

#### 1) Communications

Carriers will send transmissions from their system to the testing system using the teletype address provided for this purpose. This address will be given to carriers or software developers who have registered with the APIS program.

This will test the carrier's communications link and will result in the data being run through a copy of the APIS system. Unless there are errors, data will be reviewed only to see if it shows up on the proper screens. As with Stage 1, a representative sample of flights and passengers must be provided.

### 2) Message Format

A representative sample of all types of flight and passenger itineraries must be included in this stage. At a minimum, the scenarios covered by the examples in Appendices B and H must be covered (except example B-05, combined Crew and Passenger lists) unless the carrier can attest that it has no operations that follow these examples.

Once these tests are successful, the sender and/or carrier will receive authorization, then will be allowed to switch transmissions to the production teletype address and begin submitting data to the production system.

### C.3. **Production monitoring**

CARICOM will continue to monitor the results of production transmissions. If an increase in errors is observed and it is found that these errors are wasting resources that affect the ability of other carriers to successfully transmit their passenger lists, CARICOM reserves the right to cancel a carrier's production access. In this case, a carrier may be required to re-qualify after fixing its system(s).

### C.4. **Available Help and Feedback**

#### **Appendix JRCC APIS Support**

The JRCC is the point of contact for the trade users to report problems. When a computer-related problem has been encountered, call the JRCC immediately and report the situation:  
Commercial: (246) 538-7900

The following information should be provided:

- Company Name
- Point Of Contact Name
- Phone Number
- Location
- Error Messages
- Problem Description

The JRCC will:

- Assist with the resolution or refer the problem to appropriate support group.
- Follow up with status or verify problem resolution with the reporter of the problem.
- Be available for additional inquiries or other information.

## Appendix D. Connection – Testing and Production

CARICOM maintains a connection to both ARINC & STIA networks. APIS participants wishing more information concerning a connection with ARINC or SITA can refer to the following Web sites:

ARINC: <http://www.arinc.com>

SITA: <http://www.sita.com>

For those APIS participants already connected to ARINC or SITA, the CARICOM routing of passenger manifests are as follows:

APIS Testing Telex Address: BGITTXA

APIS Production Telex Address: This will be given by the APIS Coordinator assigned to the carrier or developer.

## Appendix E. CARICOM MEMBER STATES PARTICIPATING IN APIS

The following table contains a list of Member States currently participating in APIS in ascending order by Member State.

**Table 9: CARICOM Member States Participating in APIS**

### Member State Name

Antigua and Barbuda  
Bahamas  
Barbados  
Belize  
Cayman Islands  
Curacao  
Dominica  
Grenada  
Guyana  
Haiti  
Jamaica  
Montserrat  
Saint Kitts and Nevis  
Saint Lucia  
Saint Vincent and the Grenadines  
Suriname  
Trinidad and Tobago  
Turks and Caicos Islands

## Appendix F. Coding Rules for Crew Member Reporting

### F.1. Introduction

This appendix describes the requirements and rules for using APIS to report crew member data to comply with the CARICOM Legislated requirements.

Requirements are described for the electronic submission of:

- APIS Crew Manifests

For the most part, these messages are coded the same way as for passenger manifests, as described in Appendix “A”. However, there are some important differences, which are described in this section.

#### F.1.1. Data Requirements

The following data elements shall be transmitted to fulfill both APIS crew manifest :

- Flight Crew Status
- Last Name
- First Name
- Middle Name
- Date of Birth
- Gender
- Document Type
- Document Number
- Document Country Code
- Pilot License Number and Issuing Country Code
- Country of Residence
- Home Address
- Place of Birth

#### F.1.2. APIS Crew Manifest

Carriers shall communicate the following crew manifests for both passenger and cargo flights:

- Crew members of passenger and cargo flights arriving into CARICOM
- Crew members of passenger and cargo flights departing CARICOM
- Crew changes for all flights, except overflights.

Carriers are required to identify each crew manifest by suffixing the flight number with one of the codes identified in Table 10, “Crew Manifest Flight Type Codes”:

#### Table 10. Crew Manifest Flight Type Codes

##### Code Definition

C	Passenger Flight, Regularly Scheduled Crew
CC	Passenger Flight, Crew Change
B	Cargo Flight, Regularly Scheduled Crew
BC	Cargo Flight, Crew Change



Note:

Carriers are required to identify the status of each crew member on a passenger or all-Cargo flight. “Non-crew members” on all-Cargo flights must also be reported and identified. Use one of the codes identified in Table 11 – “Status Identification Codes”:

## Table 11. Status Identification Codes

### Code Definition

FM “Crew members” include pilots, copilots, flight engineers, airline management personnel, cabin crew, and any relief or deadheading personnel in any of these categories.

### Code Definition

CR1 Cockpit crew and individuals inside cockpit.

CR2 Cabin crew (e.g. flight attendants).

CR3 Airline operations management with cockpit access (e.g. instructors, safety personnel)

CR4 Cargo non-cockpit crew and “non-crew” members. This includes aircraft operator employees, family members, and persons transported for the safety of the flight (e.g. animal handlers) who are not classified as one of the “crew member” groups. **Applies only to all-cargo flights.**

CR5 Pilots on board but not on duty (e.g. deadhead)

Coding rules for crew member manifests are normally the same as for passenger manifests, as described in Appendix “A” with exceptions noted for crew members. (Also refer to specific business data element coding requirements listed in Section 2.5 / Table 6, “Coding Rules for Arrival Manifest Data – Crew and Non-Crew” and Section 2.6 /

Table 7, “Coding Rules for Departure Manifest Data – Crew and Non-Crew”.) The following rules for coding the Group 3 Flight Itinerary are different enough to be described in this section:

### Coding Rules: Group 3 – Flight Itinerary

There are some important differences in coding Group 3 between passenger manifests and crew member manifests.

This section applies only to crew member manifests – passenger manifests are described in Appendix A.3

This group is subordinate to Group 2. In the WCO/IATA/ICAO standard, it consists of 2 to 10 loops, each containing a LOC segment and 1 or 2 DTM segments. The LOC reports an airport in the flight’s itinerary, and the DTM(s) report the scheduled Arrival and Departure date/time at that airport (in the local time zone).

Maximum and minimum number of LOC – DTM loops:

- On inbound flights, it is the airport of the last foreign departure before arrival in Member States, and has a Location Function Code Qualifier of “125”.
- On outbound flights, it is the airport of the first foreign arrival after departure from Member States, and has a Location Function Code Qualifier of “87”.

## F.2. Flight Manifest Coding Examples

### F.2.1. Passenger Flight, Regularly Scheduled Crew

#### Description

This reports the crew members scheduled to work a flight. It must be filed no later than 1 hour before scheduled takeoff from the last port of departure. The flight number has a suffix of "C".

#### Example

Flight/Route: LIAT #123, SVD – BGI

The reported crew member (a pilot) is a Canadian citizen residing in the U.S. Note the time difference of more than 1 hour between the UNB / UNG (12:35) and the departure DTM (15:40) segments. This example includes changes for new crew requirements:

- Flight Type of "C" on the BGM (Passenger Flight, Regularly Scheduled Crew)
- Place of Birth on Group 4 LOC
- Status details code on Group 4 EMP
- Document (Group 5 DOC) and Place of Issue (Group 5 LOC) for Pilot's License

Information may have intentionally been omitted from this example for space considerations.

UNA:+.?'

UNB+UNOA:4+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1235+000000001++APIS'

UNG+PAXLST+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1235+1+UN+D:02B'

UNH+PAX001+PAXLST:D:02B:UN:IATA'

BGM+250+C' (*This is a Crew list, with Flight Type "C"*)

NAD+MS+++JOHN SMYTHE'

TDT+20+LI123'

LOC+125+SVD'

DTM+189:0402191540:201' (*Departure from Sydney at 15:40*)

LOC+87+BGI'

DTM+232:0402200130:201'

NAD+FM+++CLARK:MICHAEL+123 E MAIN ST+NEW YORK+NY+10053+USA' (*Home address*)

ATT+2++M'

DTM+329:720907'

LOC+22+BGI'

LOC+178+SVD'

LOC+179+BGI'

LOC+174+USA' (*U.S. resident*)

LOC+180+CAN+:::TORONTO+:::ONTARIO' (*Place of Birth*)

EMP+1+CR1:110:111' (*Status "CR1" – cockpit crew*)

NAT+2+CAN'

DOC+P+MB140241'

DTM+36:051021'

LOC+91+CAN'

DOC+L:110:111+12345678' (*Document Type "L" for Pilot's License*)

LOC+91+CAN' (*Canadian-issued license*)

CNT+41:14' (*14 crew on flight; "41" used for Crew*)

UNT+25+PAX001' (*25 segments in UNH – UNT "message"*)

UNE+1+1'

UNZ+1+000000001'

## CARICOM APIS GUIDELINES

### F.2.2. Passenger Flight, Crew Change

#### Description

A crew “change” means that a carrier is submitting additional and/or replacement crew members for the flight less than 1 hour prior to the flight’s departure. (Do not report crew member deletions from the flight via APIS transmissions.) A crew change does not represent data value changes, such as document number or address, for crew members who have already been reported for the flight.

It differs from a “Passenger Flight Regularly Scheduled Crew” manifest by having a BGM Flight Type Code of “CC”.

#### Example

Flight/Route: JA999, MBJ – POS

A crew member has been added to a flight less than 1 hour before takeoff from the last port of departure. Note the time difference of less than 1 hour between the UNB / UNG (15:20) and the departure DTM (15:40) segments. This example includes changes for new crew requirements:

- Flight Type of “CC” on the BGM (Passenger Flight, Crew Change)
- Home address for crew members on Group 4 NAD
- Place of Birth on Group 4 LOC

Information may have intentionally been omitted from this example for space considerations.

UNA:+.? ’

UNB+UNOA:4+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1520+040219PXL0837++APIS’

UNG+PAXLST+BUD1:ZZ+ CARICOMAPIS:ZZ+040219:1520+JLDC020319+UN+D:02B’

UNH+**PAX001**+PAXLST:D:02B:UN:IATA’ (*Start of 1st UNH – UNT “message”*)

BGM+**250+CC**’ (*Crew list – change*)

NAD+MS+++YOSHIKAZU SUZUKI’

COM+81 3 555 1000 X519:TE+81 3 555 6789:FX’

TDT+20+JA999’

LOC+125+MBJ’

DTM+189:040219**1540**:201’ (*Departure from Montego Bay at 15:40*)

LOC+87+POS’

DTM+232:0402200130:201’

NAD+**FM**+++KAWASHIMA:TAKATSUGU+**1100 WATER ST+GEORGE +JA+97611+MBJ**’ (*Home address*)

ATT+2++M’

DTM+329:620907’

LOC+22+POS’

LOC+178+MBJ’

LOC+179+POS’

LOC+174+USA’

**LOC+180+JPN+:::OSAKA**’ (*Place of Birth – no state/province name*)

EMP+1+CR2:110:111’ (*Status “CR2” – flight attendant*)

NAT+2+JPN’

DOC+P:110:111+KT2937AB7’

DTM+36:051021’

LOC+91+JPN’

CNT+**41**:14’ (*Crew count after change*)

UNT+22+**PAX001**’

### **F.2.3. Cargo Flight, Regularly Scheduled Crew**

#### Description

A cargo flight is one that does not transport paying passengers. APIS should never receive a passenger manifest for a cargo flight. However, any “non-crew members” on the flight (as described in Table 11 – “Status Identification Codes”) must be reported on the crew manifest using a Group 4 NAD segment Party Function Qualifier Code (“Status”) of “CR4”.

A “Cargo Flight Regularly Scheduled Crew” manifest differs from a “Passenger Flight Regularly Scheduled Crew” manifest by having a Flight Type of “B” on the BGM.

#### Example

The only difference from example G.3.1 is the BGM segment.  
BGM+250+B' (*Flight Type of 'B' for cargo flight, scheduled crew*)

### **F.2.4. Cargo Flight, Crew Change**

#### Description

A crew “change” means that a carrier is submitting additional and/or replacement crew members for the flight less than 1 hour prior to the flight’s departure. (Do not report crew member deletions from the flight via APIS transmissions.) A crew change does not represent data value changes, such as document number or address, for crew members who have already been reported for the flight.

It differs from a “Cargo Flight, Regularly Scheduled Crew” manifest by having a Flight Type of “BC” on the BGM.

Also, all-cargo flight manifests must report any “non-crew” crew on board, using a Group 4 NAD segment Party Function Qualifier Code (“Status”) of “CR4” (refer to Table 11 – “Status Identification Codes”).

#### Example

The only difference from example G.3.2 is the BGM segment.  
BGM+250+BC' (*Flight Type of 'BC' for cargo flight, crew change*)

**UNEDIFACT QUICK REFERENCE CODES**

**UNEDIFACT Codes**

After NAD

FL	Passenger
FM	Crew Member
DDU	In-transit Passenger
DDT	In-transit Crew Member
COT	Involved Party – Gate Pass request
ZZZ	For cancel Reservation and Flight Close-out messages

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After BGM if Document Name Code = 266

CP	Change Passenger Data
XR	Cancel Reservation
RP	Reduction in Party (Delete Passenger on PNR)
XF	Cancel Flight
CF	Change of Flight Itinerary (Flight Number, Arrival/Departure times and airport locations)

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After BGM if Document Name Code = 250

C	Passenger Flight, Regular Scheduled Crew
CC	Passenger Flight, Crew Change
B	Cargo Flight, Regular Scheduled Crew
BC	Cargo Flight, Crew Change
A	Overflight, Passenger
D	Overflight, Cargo
E	Domestic Continuance, Passenger Flight, Regular Scheduled Crew
EC	Domestic Continuance, Passenger Flight, Crew Change
F	Domestic Continuance, Cargo Flight, Regular Scheduled Crew
FC	Domestic Continuance, Cargo Flight, Crew Change

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After BGM if Document Name Code = 745

CP	Change Passenger Data
XR	Cancel Reservation
RP	Reduction in Party (Delete Passenger on PNR)

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After LOC

22	Airport of first Arrival (Inbound International Flights)
174	Country of residence (Inbound International Flights)
178	Port of embarkation
179	Port of debarkation
180	Place of birth (Crew member reporting only)