

## AIM

### **DEPENDENCIES OF AERONAUTICAL INFORMATION AND NOTIFICATION SERVICES FOR AIR TRAFFIC SERVICES (AIS-ARO)**

The Aeronautical Information Service will receive, format, publish, store, collate or assemble, verify, or edit, discard or discriminate and distribute aeronautical information and data related to the **Republic of Costa Rica**, as well as the high seas areas in which it is responsible for the provision of air traffic services. The Aeronautical Information Services also provides information on the area served for the safety, regularity, and efficiency of national and international air navigation.

For this purpose and as an essential complement, the collaboration of all personnel related to aviation and especially the Pilots is required, in order for them to provide their post-flight informational contribution that will contribute to the feedback process of the information received from the States of the area served through the Extended AMHS System, telefax, Web Page ([www.dgac.go.cr](http://www.dgac.go.cr)) and Internet (email) for the exchange of aeronautical information/data.

In addition, pilots, and personnel in charge of flight operations are reminded of the obligation to verify the information prior to the flight, which the AIS/ARO Aerodrome offices located at the Juan Santamaría, Daniel Oduber Quirós, Tobías Bolaños Palma International Airports and Limón, provide for this purpose, from or to the States to which the flights originate.

Likewise, the service for issuing and distributing current aeronautical information via email is available, which includes the following products: Aeronautical Publication of the Republic of Costa Rica - A.I.P.-, Amendments to the AIP, Supplements to the AIP and Circulars of Aeronautical Information (AIC) series A and series C. It is suggested to subscribe to the AIP through the Aeronautical Publications and Cartography Office (AIM/MAP), who are in charge of answering the queries of all these publications.

The Air Traffic Services Notification Offices (ARO) include the reception and validation of FPLs: international, national for foreign registrations, helicopter operation reports; as well as the processing of related messages.

In case of failure of the **Initial Flight Plan Processor (ProVIP)**, the Air Traffic Services Notification Offices (ARO), will receive and validate the Flight Plans at or above flight level FL200 (ENR 1.10-4, Contingency Plan).

Any other information that is required regarding our services, you can request it by email [aiscr@dgac.go.cr](mailto:aiscr@dgac.go.cr)

-2-

AIS/ARO STATION	LOCATION	OPERATIONAL HOURS (UTC)	TELEPHONE/FAX/AMHS ADDRESS	P.O BOX AND E-MAIL
Juan Santamaría International Airport (MROC)	Terminal Building, Mezanine second floor	H24	(506) 2441-4781 (506) 2443-3170 (506) 2106-9086 MROCZPZX	5026-1000 San José <a href="mailto:aisism@dgac.go.cr">aisism@dgac.go.cr</a>
Daniel Oduber Quirós International Airport (*) (MRLB)	Terminal Building	from 1200 to 2359 (*)	(506) 2668-1026 (506) 2106-9144 MRLBZPZX	5026-1000 San José <a href="mailto:aliberia@dgac.go.cr">aliberia@dgac.go.cr</a>
Tobías Bolaños Palma International Airport (MRPV)	Terminal Building, second floor	from 1200 to 2359	(506) 2232-8049 (506) 2106-9118 MRPVZPZX	5026-1000 San José <a href="mailto:aisaropavas@dgac.go.cr">aisaropavas@dgac.go.cr</a>
Limón International Airport (**) (MRLM)	Terminal Building	Monday to Friday from 1200 to 1800 (**)	(506) 2106-9156 (506) 2106-9356 MRLMZPZX	5026-1000 San José <a href="mailto:jones@dgac.go.cr">jones@dgac.go.cr</a>
Aeronautical Publications and Cartography (AIM/MAP)	Radar Control Center Building, in front of the Juan Santamaría International Airport Terminal, second floor	From Monday to Friday from 1300 to 2100	(506) 2106-9097 (506) 2106-9098 (506) 2106-9131 (506) 2106-9099	5026-1000 San José <a href="mailto:aiscr@dgac.go.cr">aiscr@dgac.go.cr</a>

**NOTE (\*)**: After 2359 UTC and until 0600 UTC, the user must submit their Flight Plans and helicopter operation reports, by email, to the AIS/ARO Office of the Juan Santamaría International Airport:

- A) For all international flights at or above the flight level of FL200: Flight plans must be submitted in accordance with the provisions of ENR 1.10. and sent to the following AMHS address: **MHFPZYXZ**.
- B) For all international flights below the flight level of FL200:

AIS/ARO	TELÉFONO (506)	CORREO ELECTRÓNICO
Juan Santamaría International Airport	2441-4781 / 2443-3170	<a href="mailto:aisism@dgac.go.cr">aisism@dgac.go.cr</a>

**NOTE (\*\*)**: After 1800 UTC and up to 2359 UTC, the user must submit their Flight Plans and helicopter operation reports, by email, to the AIS/ARO office of the Tobías Bolaños Palma International Airport:

- A) For all international flights at or above the flight level of FL200: Flight plans must be submitted in accordance with the provisions of ENR 1.10. and sent to the following AMHS address: **MHFPZYXZ**.
- B) For all international flights below the flight level of FL200:

AIS/ARO	TELÉFONO (506)	CORREO ELECTRÓNICO
Aeropuerto Internacional Tobías Bolaños Palma	2232-8049 / 2106-9118	<a href="mailto:aisaropavas@dgac.go.cr">aisaropavas@dgac.go.cr</a>

The validity of this Aeronautical Information Circular is **immediately** and until **July 08, 2025**.

**REPLACES WITH MODIFICATIONS AIC A22/23 DATED JUL 13, 2023**