

## CHARTER FLIGHTS REQUIREMENTS

### Non-scheduled passenger or cargo flights in Costa Rica must comply with the following requirements and procedures:

Any request for non-scheduled (charter) domestic and international passenger and/or cargo flights must be submitted at least 2 business days before the flight operations. In the case of companies that intend to operate on routes that are already being served on a regular service by another company, they must request it at least 5 business days in advance, in order to comply with article 181 of the General Civil Aviation Law (LGAC) and the requirements and procedures indicated.

#### REQUIREMENTS:

##### **A. For non-regular (charter) operations of sporadic operation:**

1. Application addressed to the Director of the General Directorate of Civil Aviation of Costa Rica, it must be signed by the representative of the company. When frequent charter operations are requested, a legal representative duly accredited in Costa Rica must be appointed (Art. 183 LGAC).
2. Name of requesting airline, email, telephone number and fax number.
3. Airport in which the flight will take place.
4. Route in which the flight will be made.
5. Expected date for the flight, specifying the estimated hours of entry and exit, as well as the flight numbers and their respective designator, according to the following format:

Flight No.	Dates		Frequency	ETD LT	ETA LT	Route	Aircraft
	From	To					

Note: The operation's hours and frequencies are subject to the slots availability in the respective airport.

6. The operations must be presented in flight pairs, where the entry and exit of the aircraft from the country is clearly indicated, as well as indicating whether arrivals or departures with or without passengers.
7. Type of aircraft to be used, specifying the capacity (chairs or cargo).

8. Purpose of the flight and charter service type (passengers, cargo or combined).
9. Company that will provide ground handling services.
10. Provide the documentation that allows verifying that it is a charter operation:
  - **Passenger charter:** copy of the charter party contract between the Parties issuing and/or receiving from the tourism agency of Costa Rican and/or foreign tourism and airline, with the corresponding signatures.
  - **Cargo charter:** documentation from the flight charterer, the charter party, bill of lading, or an affidavit authenticated by an attorney stating under oath that there is an agreement between the charterer and the charterer for the air transportation of the cargo. (Any of these documents)
11. At the time of making the request, the company must have complied with the payment of all taxes and employer-worker obligations with the Costa Rican State and the Civil Aviation Technical Council (CETAC).
12. They must submit the following technical documentation: copy of airworthiness certificate, registration, and noise approval (if required), aircraft insurance and air operator's certificate.
13. The airline must indicate the name and contact information of the person who will be in charge of depositing the tax of \$15 USD charged by the ICT per passenger entering to the country. In addition, if applicable, the airline must not have debts with this entity.

**B. In the case of charter operations scheduled for a defined period:**

In addition to the above requirements, the airline must submit:

1. The **AVIATION SECURITY PROGRAM** in force, in accordance with the requirements of the Costa Rican Aeronautical Regulations RAC-17 - Aviation Security against Acts of Unlawful Interference, to the electronic addresses: [avsecfal@dgac.go.cr](mailto:avsecfal@dgac.go.cr), TEL: (506) 2441-8008.
2. They must submit the contract for the services provided by the Central American Corporation of Air Navigation Services (COCESNA) to operate within the FIR/IUR.

**C. To request modifications of non-scheduled passenger and/or cargo flights.**

- ✓ The Application must be addressed to the General Directorate or Air Transport Unit.
- ✓ Application signed by the representative or representatives of the company.
- ✓ Indicate the authorization number provided.
- ✓ Reason for modification.
- ✓ Comply with point "11" of part "A".
- ✓ Submit the itinerary as set out in point "5" of part "A".

**D. To request the cancellation of non-scheduled passenger and/or cargo flights.**

- ✓ The request must be addressed to the General Directorate or Air Transport Unit.
- ✓ The application must be submitted at least 1 business day in advance.
- ✓ Indicate the authorization number provided.
- ✓ Detail the flights and routes, as well as frequencies and dates that are requested to cancel.
- ✓ Indicate the corresponding justification.
- ✓ Comply with point "11" of part "A".