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REPUBLIC OF COSTA RICA
CIVIL AVIATION AUTHORITY
Department of Air Navigation Services
Aeronautical Information Services Unit
P.O. BOX 5026-1000
SAN JOSE – COSTA RICA

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INTERNATIONAL GENERAL AVIATION PROCEDURE AND
LOCAL AVIATION AT DANIEL ODUBER QUIRÓS INTERNATIONAL AIRPORT
(MRLB)

The Civil Aviation Authority, in coordination with the authorities of the Daniel Oduber Quirós International Airport, and with the aim of organizing ground traffic of aircraft, as well as providing the greatest safety and facilitation to passengers, crews and goods, that enter or leave on international and local general aviation flights from the Daniel Oduber Quirós International Airport (MRLB), announces the implementation of the following procedures:

A. INTERNATIONAL GENERAL AVIATION

a. GENERAL:

- i. The aircraft operator must contract the services of a ground service company in cases where regulations require it, to provide the service, in order to provide guidance on aircraft parking, passenger transport, baggage handling, procedures before the Airport administration and Government Authorities, where the coordination of passengers, crew, cargo and the aircraft is covered.
- ii. The authorized ground service company and the aircraft operator must comply with all stipulations in this AIC, Operating Manual; likewise, they must comply with the requests of the authorities and the Airport Administration Operations, and must also:
 1. Inform passengers and crew that they must declare to Customs if they are carrying cash or securities equal to or greater than the equivalent of \$10,000 (Ten Thousand US Dollars). The ground service company must also provide the traveler with the form to declare this or any other merchandise that needs to be reported.

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2. Ground handling companies must coordinate with the Airport Administration's Operations Center at least 48 hours in advance of a flight's arrival to request space to operate at the airport. For this purpose, the ground service company must send a request, detailing the flight information via email to rampaliberia@dgac.go.cr or by Airport Administration **phone 2668-0065**. Failure to comply with this requirement will prevent the Administration from guaranteeing either the operation or the availability of space.
 3. Have the necessary equipment for the operation of the flight (wheel chocks, cones, spill response kit, fire extinguisher, others).
 4. Having a tow bar and equipment in case it is necessary to relocate the aircraft and/or for back pumping (if required), as well as availability of personnel, in case for special reasons it is necessary to move the aircraft.
 5. Confirm the actual arrival time of the flight, provided the country of origin allows it, at least 1 hour in advance, to the Airport Administration Operations Center, so that they can tell you where you should park the aircraft.
- iii. The Administration reserves the right to authorize or deny the entry of flights according to the information issued by the ground service and the availability of space on the remote platform.
 - iv. In accordance with Costa Rican laws and regulations, the authorities may carry out the inspections and reviews they deem appropriate within their scope of action on passengers, luggage, merchandise and aircraft.

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B. International arrivals of general aviation flights:

- i. In addition to adhering to the general guidelines, you must:
- ii. The aircraft operator must contract the services of an authorized ground service company, which will provide assistance for aircraft parking guidance, passenger transport, baggage handling, procedures with the Airport Administration and Government Authorities (regarding passengers, crew, cargo and the aircraft).
- iii. The authorized ground service company must formally notify the Ramp Operations Unit in advance via email to rampaliberia@dgac.go.cr of the flight information.
- iv. The authorized ground handling company must submit information regarding the availability of a tow bar or other equipment for relocating the aircraft, to allocate space on the apron. This information must also specify the personnel and contact information available should the airport operator need to relocate the aircraft for special reasons. The airside airport operator reserves the right to authorize or deny flight entry based on the information provided by the ground handling company and the availability of space on the apron.
- v. The authorized ground service company must notify the Terminal Building Operator's Operations in advance of the arrival of flights for the use of the Passenger Terminal (attach email).
- vi. Additionally, the representative of the Ground Service Company must confirm the actual arrival time of the flight to Ramp Operations at 2668-0065 no later than 1 hour before and must notify Terminal Building Operations.

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- vii. The Control Tower will inform the Airside Operator's Ramp Operations Unit as soon as it receives information of the aircraft's arrival at the airport, indicating the registration, aircraft type, origin, and estimated time of arrival at the airport.
- viii. Once the flight lands, the authorized ground handling company must wait for the arrival of the Airport Security Unit, and only then can it transfer passengers from the ramp to the terminal building. Entry to the terminal should be through the access doors to the immigration area.
- ix. Once passengers enter the terminal, they proceed to Immigration to be checked by immigration authorities at the counters, according to availability. If there are more passengers waiting to be checked, the representative of the ground service company must guide their passengers to the special passengers' counter and coordinate with the immigration officer regarding their processing. These passengers do not have priority over those already being processed and must present the General Declaration (GENDEC).
- x. The authorized ground handling company representative must transfer the baggage to the arrival baggage area using the appropriate conveyor belt so that it can be taken to the baggage claim area. The oversized baggage door may also be used, as applicable. Under no circumstances will it be permitted to leave, return, or abandon suitcases, merchandise, or any other belongings inside the aircraft.
- xi. The passenger retrieves the luggage alone or in the company of the ground service representative, continues towards Customs and the Ministry of Agriculture and Livestock controls, and then heads towards the exit.

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- xii. Pilots must follow the same procedures established for passengers. If, for operational reasons, they need to remain on board the aircraft for more than 20 minutes after passenger disembarkation, they must leave the terminal and re-enter through Checkpoint 11, accompanied by authorized ground staff. During this process, baggage is not permitted, and the pilot must present their valid pilot's license, passport, and the corresponding declaration. From the moment of re-entry until their departure again through Checkpoint 11, they will remain under the responsibility of authorized ground staff.

C. International Flight Departures:

- i. Validate the points mentioned in the generalities.
- ii. The aircraft operator must contract the services of one of the ground service companies to provide the following services: aircraft parking guidance, passenger transport, baggage handling, procedures with the Airside Operator, Terminal Building Operator and Government Authorities (regarding passengers, crew, cargo and the aircraft).
- iii. The authorized ground service company must formally notify the Ramp Operations Unit via email at rampaliberia@dgac.go.cr, providing flight information in advance.
- iv. Passengers and crews must enter the International Terminal lobby and pass through security checkpoints to the boarding gates or the aircraft, considering the following:
 1. Once passengers enter the lobby, they proceed to Immigration to be checked by immigration authorities at the counters, according to availability. If there are many passengers waiting to be checked, the ground service company representative should guide their passengers to the special passenger counter and coordinate accordingly.

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with the Immigration officer for their attention. They do not have any priority over special passengers who are being attended to at the time.

- v. The representative of the ground service company will be responsible for carrying out the corresponding immigration procedures for passengers and crew with the Immigration authorities (the visible immigration procedure is followed).
- vi. Communicate the obligation to declare in accordance with Article 35 of Law 8204.
- vii. Once passengers and their hand luggage have been checked at Checkpoint 3 (Security X-ray machine screening), they should proceed to the door connecting this area to the employee corridor, following the designated route to the gate. Passengers then exit the terminal to the vehicle located on the apron, from where they will be transported, along with the crew, to the aircraft.
- viii. Passengers, crew, and luggage must be escorted to the aircraft by the Ground Service Company representative.
- ix. Before the aircraft departs, the representative of the ground service company must go to the Airport Operator's office on the airside to present the slip containing the Operator's and aircraft's information; for this purpose, if they have a line of credit with the Civil Aviation Authority, they only need to present the aforementioned slip to prove that they assume the total costs of the aircraft operation for airport services; otherwise, they must pay in cash.
- x. For aircraft that at the time of their entry have processed a "Temporary Import Certificate" (VEHITUR) with customs, the pilot or holder of the certificate, with the assistance of the ground service company, must, before their international departure, process the suspension or termination of said certificate with customs, using the corresponding form for said procedure.

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D. International flights entering as transit:

- i. This procedure applies to aircraft that enter as an international flight at Daniel Oduber Quirós International Airport to make a stop and then depart as an international flight.
- ii. The authorized ground service company must formally notify the Ramp Operations Unit by email to rampaliberia@dgac.go.cr and copy the Facilitation authorities in advance with the flight information.
- iii. When the aircraft enters Daniel Oduber International Airport, it must proceed to the apron and park in the position assigned by the Ramp Operations Supervisor.
- iv. The aircraft operator must contract the services of one of the ground service companies to provide the following services: guidance for aircraft parking, procedures with the Airport Operator on the air side and the government authorities (regarding passengers, crew, cargo and the aircraft).
- v. Additionally, the company representative will coordinate with the Ramp Operations Unit prior to the arrival of the flights. To this end, the ground handling company will send a request to the Airside Airport Operator's office detailing the information mentioned above: aircraft arrival date and time, departure date and time, aircraft type, and the quantity of passengers and availability of tow bars or equipment for relocating the aircraft, in order to allocate space on the apron. The Airside Operator reserves the right to authorize or deny entry of flights based on the information provided by the Ground Service Company and the availability of space on the apron.
- vi. Additionally, the representative of the Ground Service Company must confirm the actual arrival time of the flight in advance to the Airside Operator's Ramp Operations Unit, so that they can indicate where the aircraft should be parked.
- vii. If passengers and/or crew are going to enter the country, you must follow the provisions in point "B" International Arrivals of General Aviation Flights, of this procedure.

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viii. If passengers and/or crew are not entering the country and for some reason need to access the boarding areas of the International Terminal:

1. You must coordinate with ground services for the transfer to the terminal, and prior to entering the waiting area, the passenger must undergo the corresponding security check along with their belongings. Entry will be through gate 9A, and you must always carry the Passport. Departure will be coordinated through a boarding gate, previously assigned by the airport administration in the terminal area.

ix. Before the aircraft departs, the representative of the ground service company must go to the Airport Operator's office on the airside to present the slip containing the Operator's and aircraft's information; for this purpose, if they have a line of credit with the Civil Aviation Authority, they only need to present the aforementioned slip to prove that they assume the total costs of the aircraft operation for airport services; otherwise, they must pay in cash.

E. Passengers in Transfer Condition:

- i. If the passenger arrives on an international general aviation flight, and then transfers to an international commercial flight, it is the responsibility of the Ground Service representative to notify both the airline and terminal administration of this condition.
- ii. The ground service will take the passengers from the aircraft to the terminal, where they must enter the boarding gates through gate 9A, and passengers will be subject to security inspection.
- iii. If the passenger has oversized luggage, or luggage that cannot be carried on board, the Ground Service must coordinate with the airline for the delivery of the luggage and for it to be inspected under the procedure already stipulated.

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- iv. In the case of passengers and baggage that will be transferring from one international general aviation flight to another international general aviation flight, the transfer of baggage and passengers must be carried out in the same way, and in the case of baggage, the ground service must coordinate with the terminal administration for the x-ray inspection of oversized baggage.
- v. In the case of passengers and baggage transferring from an international commercial flight to an international general aviation flight, the ground service must coordinate with the terminal administration to move the passenger and their hand luggage to gate 9A for inspection and transport them to the aircraft via ground service transport.

F. Crew Arrival and Departure:

- i. The entry/exit of General Aviation crews (pilots, mechanics, and technicians) who need to access the airside for matters such as maintenance, inspection, and aircraft relocation (within the airside) will be through gates P11. For entry, they must present their current pilot, mechanic, or technician credentials. The following considerations will apply:
 - 1. They must undergo the respective security checks and present their corresponding identification that accredits them as crew, national identification, passports for international crew, additionally, they must be always escorted by the Ground Service Company personnel.
 - 2. The aircraft crew may enter with the instruments required for the Navigation and Operation of the Aircraft, provided they are identified as a company asset.
 - 3. If the crew needs to bring tools, the Ground Service Company must present the respective document duly authorized by the Administration's Operations personnel.

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G. International Departure, Arrival and Transit Flights with Passengers Requiring Special Procedures:

- i. If any passenger arriving or departing on an aircraft or helicopter is deemed by the ground handling company operator to pose a security risk to the airport, the operator may request the airport operator on the airside to coordinate with the relevant authorities and implement the **"Procedure for Handling VIPs."** Each request will be reviewed by the Airport Administration, which has the authority to approve or reject it based on its analysis with the relevant authorities.

H. International Ambulance Flight:

- i. Passengers on air ambulances or medical transfers who, due to their condition, require ambulance transport to or from the airport, may do so directly through the security checkpoint known as **Papa 11**, accompanied by the necessary medical support personnel to maintain the patient's stability. This arrangement must be coordinated at least four hours prior to the flight's arrival by the ground services company representative of the Airport Operations Unit of the airline operator. Medical support personnel on incoming air ambulances who will be transferring to a departing patient must complete the standard immigration check process.
- ii. The Airside Operator's Ramp Operations Unit personnel will be responsible for escorting the ambulance upon arrival and departure. However, the Ground Services Company will be responsible for completing the immigration procedures for the patient leaving in the ambulance (including paramedics, if applicable). The patient's non-medical luggage must undergo normal customs procedures.
 - 1. Other companions of the patient should follow the procedures for passengers on "International Flights Arriving or Departing" as appropriate.

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2. If the Authorities need to travel to the area where the aircraft is located to carry out any checks, the transport of the aircraft will be the responsibility of the ground service company.
- iii. In the case of paramedics who are on board and need to accompany passengers to the medical center, they will get out and enter the ambulance, after approval from the Authorities, a coordination that will be carried out at the foot of the aircraft.
- iv. Both upon departure and arrival, if the patient has medical technological equipment, they must report it to the National Customs Service for the corresponding procedure.

I. Arrival and departure procedure for private aircraft and passengers on domestic flights:

a. GENERAL:

- i. All owners of private aircraft who do not have an operating certificate must pay for airport services in cash at the Administration office (DGAC).
- ii. For passengers arriving at AIDOQ on domestic flights, they will be guided by the crew through the apron and terminal walkways to departure gate Papa 9 Bravo. Airport Operations personnel must notify the Airport Police so they can facilitate the departure of these passengers.
- iii. Every pilot in command of an aircraft without an Operating Certificate must, immediately after parking, report to the Ramp office so that the Ramp Operations supervisors can guide them to the DGAC offices for payment of the respective aeronautical services.
- iv. Pilots of domestic aircraft on local flights must guide their passengers through the Departures Immigration checkpoint; after passing through immigration they must proceed to the Airport Police checkpoint, where both belongings and passengers must be checked; this is based on current regulations.

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After this final check, they will also be guided by the crew, through the Papa 9 Alpha checkpoint, and then proceed to the platform to board the aircraft.

b. **The documents that must be presented at the request of the Professional Migration Police are the following:**

- i. Physical identification document, valid and current, in the case of Costa Ricans:
 - 1. Adults: Identity card
 - 2. Minors over 12 years of age: TIM (minor identification card), otherwise a birth certificate issued by the TSE
- ii. Physical identification document, valid and current, in the case of foreigners:
 - 1. Valid passport
 - 2. DIMEX (Foreigner's Immigration Identity Document)
- iii. Departure and arrival of international flights of aircraft registered in the country:
 - 1. For their operations at Daniel Oduber Quirós International Airport, aircraft with national registration on international flights entering or leaving are exempt from hiring a ground service company to assist them.
 - 2. Before submitting the Flight Plan, the pilot must go to the terminal operator's office and pay the terminal usage fee per passenger. The terminal operator's representative will give the pilot a payment receipt, which must be submitted to the Airport Administration as proof of payment.

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c. **General observations and clarifications:**

- i. All aircraft entering international flights and departing as local flights, as well as those entering as local flights to depart internationally, will be in the parking position assigned to them by the Ramp Operations Supervisor.
 1. Helicopters must comply with the same procedures stipulated for aircraft.
 2. They must operate from the area designated for this purpose by the Airside Operator's Ramp Operations Supervisor.
- ii. The helicopter operator must contract the services of a Ground Service Company, which will provide assistance for helicopter parking guidance, passenger transport, baggage handling, procedures with the airport operator's office on the airside and procedures with the Aeronautical Information Services (AIS-ARO) and any other procedures that may be required for this purpose.

REPLACES WITH MODIFICATIONS AIC A07/25 DATED 08APR25