



Balboa Yacht Club  
Corona Del Mar to Cabo San Lucas 2010

## **Mexico Customs and Immigration Procedures For BYC Cabo San Lucas Race**

### Overview

BYC has made arrangements with Victor Barreda Jr. at Agencia Barreda to handle customs and immigration formalities for the boats involved in the BYC race to Cabo. You are under no obligation to use this service; however, we believe it will significantly reduce the time you will spend taking care of formalities in Cabo. While we will facilitate these procedures, the onus is on each boat owner, skipper and crew to provide the needed documentation and follow the procedures in a timely manner.

Simple questions we will try to answer at [bob.stevens@att.net](mailto:bob.stevens@att.net) , but involved questions should be directed to Victor at [agebarr@prodigy.net.mx](mailto:agebarr@prodigy.net.mx) . His phone numbers in Mexico are (624) 143-0207 or cell (624) 147-5019 and fax (624) 143-0002. He monitors channel 12 under the call of SEA PREME, but the best way to contact him is on his cell phone since radio traffic in Cabo is very heavy.

We will provide a list of needed information and forms that you are required to have and to fill out. This will include your yachts documentation including weight (tonnage), copies of each person's passport, and several forms for the Mexican government. We have copies and examples of the forms posted on our Web Page for you to see and copy for use. The original (printed) government forms are not required.

You will pay fees that are \$24US per person on the crew list, and a fee for the agency (including port fees) of \$200US per boat. You must write a check to Balboa Yacht Club – we will get the money to Victor and his agency in Mexico for all boats using this service.

All of this information and a check for the entire amount due should either be dropped off at the BYC Front Office as you enter on the first floor, mailed or sent FedEx to:

**Balboa Yacht Club**  
Front Office – Cabo Customs  
1801 Bayside Drive  
Corona Del Mar, CA 92625

Which ever method you use the deadline is the same - - it must be in our hands at BYC and 100% correctly completed no later than **March 13**. This is a drop dead date – there will be NO EXTENSIONS. If we do not receive the material by **March 13** you will be on your own!!

When you arrive in Cabo, all your hard work in getting the information to us will pay off – and your entry should go FAST!



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## **Mexico Customs and Immigration Quick Checklist**

### **What You Need to Send to BYC to be received by March 13:**

- A) **FOUR** copies of the Boats documentation
- B) **FIVE** signed copies of the Crew List: fill in the form ROL DE TRIPULANTES
- C) **TWO** copies of the photo page of each crew member's passport
- D) **TWO** copies Tourist Card form for each crew member  
See the form that says Estados Unidos Mexicanos at the top
- E) **ONE** check made out to the Balboa Yacht Club for:  
\$24 each person on the crew list  
PLUS  
\$200 per boat
- F) **THREE** copies of the Information/Contact form

### **What You Need When You Arrive in Cabo: (take with you when you leave the boat to get the formalities done)**

- A) **If** crew changed after you sent your documents to BYC. **FOUR** additional signed copies of the New Crew List on Form Rol de Tripulantes. Note: previous visas will already be paid and filed by staff in Cabo before boat arrives, new additions to crew must pay Victor for their visa in Cabo.
- B) **ONE** passport (original) for each crew member

### **IF you are leaving Cabo BEFORE April 6 you will also need on arrival:**

- A) **FOUR** copies Departure Crew List on the form that says Victor M Bareda B. at the top.

**Don't forget that you will need a Mexican Temporary Import Permit and a US Customs User Fee Decal. If you don't already have these, get them before you leave for Cabo!**

**SEE THE FOLLOWING PAGES FOR DETAILED EXPLANATIONS**



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## **Mexico Customs and Immigration Detailed Instructions**

### **What You Need to Send to BYC by March 13:**

#### **A) FOUR Copies of the Boats documentation**

Boats can be documented in several different ways – federal, state (CF) and foreign – all are acceptable if the documentation is valid, current and reflect the correct legal owner/status of the vessel.

Some documentation does not show the home port and tonnage explicitly. **HOME PORT AND GROSS/NET TONNAGE** must be shown on the documentation; we understand that they will accept handwritten additions to the government form for these pieces of information, so write in your home port and tonnage if it is not already reflected on your forms.

#### **B) FIVE signed Copies of the Crew List:** Fill in the form ROL DE TRIPULANTES

The crew list must be filled in completely and **signed** by the vessel captain.

See the enclosed example of how to fill in the form: *See sample ROL DE TRIPULANTES that is filled in*

Note that CAPACIDAD is Captain in Spanish – you simply list the Captain and everyone else in the crew is Marinero.

A blank form is also enclosed: *See blank ROL DE TRIPULANTES form*

#### **C) TWO copies of the photo page of each crew member's passport**

Simply copy the front page showing the photograph of the person and the passport number of the valid passport for each person on board. Make sure the picture and the date of expiration are clear.

Foreign passports from the following countries (and a number of others) are acceptable just the same as a USA passport: Argentina, Australia, Canada, Chile, Spain, France, UK, Israel, Italy Japan, and New Zealand. If you have any question of the applicability of a passport contact Victor.



- D) **TWO** copies Tourist Card form for each crew member  
See the form that says Estados Unidos Mexicanos a the top

Matching with each passport copy you have given us you need a filled in tourist card.  
– see the enclosed sample tourist card form with Estados Unidos Mexicanos at top.

Note you do not need to fill in the whole card – just the top part, with the Marina as your destination, and arrival by boat.

A blank form is enclosed, but you only need to do the top half of the form as in the prior example. See full blank Estados Unidos Mexicanos card.

- E) **ONE** check made out to Balboa Yacht Club for:

\$24US each person on the crew list  
PLUS  
\$200US per boat.

As an example, if you have 8 crew (i.e. 8 people listed on the crew list in step B) then the total is 8 times \$24 = \$192 for the first part, then add \$200 for the boat and you have an amount due of \$392. Write a check payable to Balboa Yacht Club for \$392.

- F) **Three** Copies of the Information Contact form

This form will help race organizers if there is a need to contact the skipper/owner or crew. The bottom half of the form does not need to be completed unless there is any change in crew for the return voyage. Providing a hotel name and room nights supports the race social events through hotel donations. When calculating room nights follow 1 room X 5 nights = 5 room nights or 6 rooms X 5 nights = 30 room nights, etc.

**Have it all to the Front Office of BYC by March 13!!!**



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## **Mexico Customs and Immigration DETAILED INSTRUCTIONS**

**What You Need When You Arrive in Cabo - take with you when you leave the boat to get the formalities done (make your copies in the US):**

When you arrive in Cabo, enter the harbor and dock at the Cabo Marina on the dock south of the fuel dock – this is almost directly ahead of you, just a little right, as you enter the harbor. Be sure you have called Cabo Marina on VHF 88A before you tie up so they can help you.

**If you arrive between 0900 and 1800** – the skipper or owner needs to take the following paperwork/passports and walk up the gangway. You will see a BYC burgee at the Baja Cantina right in front of you as you exit the gate. You will find Victor here waiting to handle your check it.

**If you arrive between 1800-0900** - you can leave the boat and go about your normal activities. But the next morning you MUST start the check in procedures between 0900-1200. Simply follow the instructions above. Your crew can leave the boat whenever you arrive, but remember that your formalities must be done on time!



## **Bring the following with you as you start your formalities in Cabo:**

**A) If crew changed after you sent your documents to BYC. FOUR signed copies of the new Crew List on Form Rol de Tripulantes.**

This step is **only** required if your crew has changed since providing the original copies to BYC. You need four signed copies of the revised crew list. There are no refunds for visas already paid since these have been issued before you arrive, so new visas must be paid at Victor's table at the same cost of \$24US (change is appreciated).

**B) ONE passport for each crew member**

This is the passport itself – the physical passport – not a copy, but the original.

## **If you (the BOAT and departure crew) are leaving Cabo BEFORE April 6 you will also need on arrival:**

A) **Four Departure Crew Lists on the form that says Victor M Barreda B. at the top.**

The boat and it's crew can not check out of Mexico in Cabo on a holiday as well as every Saturday or Sunday (also applies if you want to leave early Monday) – but you can LEAVE then if you have had Victor do your departure paperwork before then.

If you plan to leave before April 6, then when you check IN with Victor please give him the following departure paperwork:

See the enclosed filled in example for your DEPARTURE CREW list: *See the sample form that says Victor M Barreda B at the top.*

Fill in the enclosed blank form for your DEPARTURE CREW: *See the blank form that says Victor M Barreda B at the top.*

If your boat is not leaving Cabo before April 6 you can do this paperwork with Victor while you are in Cabo making sure to contact him a day in advance of departure, since the paperwork can takes a couple of hours to process.

## **Important reminder:**

Don't forget that you will need a Mexican Temporary Import Permit and a US Customs User Fee Decal. If you don't already have these, information may be found at the following Web Pages. **Get these handled a couple of weeks before you leave for Cabo!**

[https://www.banjercito.com.mx/iitv/sitio/html/cte\\_h\\_iitvembarcacion\\_ing\\_2.php?pago=S](https://www.banjercito.com.mx/iitv/sitio/html/cte_h_iitvembarcacion_ing_2.php?pago=S)

[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decals.xml](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decals.xml)