

**PLEASE NOTE: This document is a partial duplicate of Skippers Assistance**

## 1. SHIP'S PAPERS

- 1.1 Upon Entering Mexican waters, each vessel must have a packet of "Ship's Papers" containing the following:
  - 1.1.1 Valid passport for EVERY person on board, and for each passport, 5 copies of the page with name and photograph (please see item 2.2).
  - 1.1.2 Crew List ([LISTA DE TRIPULANTES](#) sample see Appendix B) (5 copies) showing full name (same as on passport), age, nationality and position of responsibility of everyone on board. The form for this list will be provided closer to departure time.
  - 1.1.3 The original (and 5 copies) of either your vessel documentation (with current stamp) or current state registration, with Home Port and Gross/Net Tonnage shown on the documentation.
  - 1.1.4 Proof of Mexican Liability Insurance (this is in addition to hull (yacht) insurance) (please see item 4.1).
  - 1.1.5 Individual Fishing Permits if fishing gear is aboard (please see item 3.2).
  - 1.1.6 Letter of Authorization if a captain is to be left in charge of the boat.
  - 1.1.7 If the vessel is borrowed, chartered, or financed, you will need a notarized letter from the legal owner (i.e., bank, finance company, individual), authorizing the skipper to use the vessel in Mexican waters.
  - 1.1.8 Mexican Temporary Boat Import Permit (TIP) (please see item 3.3).  
[https://www.banjercito.com.mx/iitv/sitio/html/cte\\_h\\_iitvembarcacion\\_ing\\_2.php?pa](https://www.banjercito.com.mx/iitv/sitio/html/cte_h_iitvembarcacion_ing_2.php?pa)
  - 1.1.9 US Customs Decal (CBP User Fee Decal), which is required for re-entering the US (please see item 9.6)  
[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml)

**Please check back for further updates ! (last updated May 5, 2010)**

- 1.2 Each owner or charterer is responsible for preparing or acquiring his own "Ship's Papers". Assistance **may** be obtained from:

Romero's Mexico Service  
120 Tustin Ave, Suite "E"  
Newport Beach, CA 92663  
Ph (949) 548-8931  
Fax (949) 645-7901  
[romeros@pacbell.net](mailto:romeros@pacbell.net)

## 2. PERSONAL PAPERS

- 2.1 All visitors to Mexico must possess a Tourist Visa. Due to worldwide security precautions, visitors entering by land or sea must obtain and complete Tourist Visas with Immigrations at their initial port of entry. This visa will be surrendered to Immigrations at their last port when processing out of Mexico.
  - 2.1.1 Tourist Visas are validated for 30, 60, 90 and upon request to 180 days maximum.
  - 2.1.2 Prior to final validation of tourist visa, you will be required to pay the tourist entry fee of approximately **\$24.00** (depending on current peso value), which must be paid in U.S. cash or equivalent pesos before proceeding to Customs and Port Captain. **The customs broker handling the immigration formalities for the race series will facilitate this payment.** [Please refer to Paragraph 7.2.]
- 2.2 All persons must carry with them a Passport as proof of Citizenship (Birth Certificate, or Military Discharge papers, Voter Registration, Hospital Certificates and expired Passports are no longer accepted). Please note that persons carrying a passport from a country **other than** the United States, Mexico and Canada, must check with the Mexican Consulate for further requirements.

## 3. FIREARMS, PERSONAL FISHING LICENSES, BOAT FISHING PERMITS, AND OTHER PERMITS

- 3.1 No firearms may be on board.
- 3.2 Boat fishing permits are no longer required, but Personal Fishing Licenses are required and can be obtained via mail prior to your departure through the Oficina de Pesca (Conapesca) in San Diego located at 2550 Fifth Avenue, Suite 15, San Diego, CA 92103. DRYC will have the required forms for obtaining these permits in San Diego. They may be obtained in Puerto Vallarta or any Oficina de Pesca in Mexico. You may also obtain the application and information for the Personal Fishing Licenses at their website [www.conapescasandiego.org](http://www.conapescasandiego.org). They may be reached by phone at 619-233-4324 or by Fax at 619-233-0344. Ask for the exact fees to be paid by cashier's check from a bank to Conapesca.
- 3.3 A temporary Boat Import Permit (TIP) may be obtained in advance at [https://www.banjercito.com.mx/iitv/sitio/html/cte\\_h\\_iitvembarcacion\\_ing\\_2.php?pa](https://www.banjercito.com.mx/iitv/sitio/html/cte_h_iitvembarcacion_ing_2.php?pa). This permit allows you to leave your boat in Mexico when you fly out and/or need to import parts for your boat duty free. If it is not obtained in advance, it can be obtained after you arrive in Mexico, usually at the first port of entry, but documentation will take longer to be processed. For this reason, you are encouraged to obtain the TIP in advance through the Web site listed above or through Romero's Mexico Service. This permit is valid for 10 years. The fee is approximately \$65.
  - 3.3.1 If you wait until you arrive in Mexico, you will need to take your valid tourist card ("visa"), boat registration or document (including boat model, builder, and engine number) to the Customs Broker in your port of entry (e.g. Puerto Los Cabos or Puerto Vallarta).
  - 3.3.2 If a Port of Entry is visited prior to reaching Puerto Los Cabos in San Jose del Cabo or Puerto Vallarta, the port captain of that area will tell you where the permit is available. Several ports require permits before allowing purchase of fuel. You will be told at each port if you need a permit, where it is available and the cost, if any.

#### 4. INSURANCE

- 4.1 Check with your insurance broker regarding hull (yacht) insurance and Mexican liability insurance. Be sure it covers the time period of your trip and the destination of your farthest point South. Most policies end approximately 20 miles south of Ensenada, hence a rider must be added for extended coverage. A Mexican company must write liability insurance to be accepted by Mexican officials as proof of financial responsibility. Note: Romero's Mexico Service can issue this coverage or direct you to other agencies if you desire.

#### 5. ENTERING AND CLEARING MEXICAN PORTS

- 5.1 Ports of Entry (ports which have a port captain and an immigration official) must be entered and CLEARED officially. Failure to do this will subject you to a fine. The many small coves and anchorages along the coast, where there are no officials, do not have to be "entered" or "cleared".
- 5.2 Along the rhumb line to Puerto Vallarta, the ports of entry are: Ensenada, Cedros, San Carlos (Magdalena Bay), Cabo San Lucas (Puerto Los Cabos, and Puerto Vallarta.
- 5.3 The skippers will need to enter and clear port at the Marina at Puerto Los Cabos in San Jose del Cabo, if any of the crew goes on shore there, or the boat is anchored in the harbor or off the beach. The Customs Broker will be located at the office of the Marina in order to assist you, for a nominal fee, with all your customs and immigration needs.
- 5.4 **Note:** Normally the office at the Marina at Puerto Los Cabos is *closed Sundays for port clearance*; therefore, it is necessary to complete paperwork here either Saturday before noon or Monday and Tuesday before noon. Special arrangements will be made for the *PV Race Series* boats by the Race Committee and the Marina Manager. **Facilities at the Marina include a fuel dock, potable water, ice, a mini-market, ship store and restrooms and showers. The nearby town of San Jose has a well stocked produce market and ATMs.** The Marina office may be reached by phone at (624)105-6028.
- 5.5 Upon arrival in Puerto Vallarta, all Ship's Papers and Tourist Permits must be taken to a Customs Broker for proper entry. If arrival is after sundown, skippers and crews may go ashore, but the owner or charterer must present the proper documents to the Custom Broker the next day preferably before noon. Failure to do this may result in many complications for the Race Committee and our Mexican hosts, and the stranding of crewmembers in Puerto Vallarta. The skippers must check in and advise the Port Captain of their arrival. He will require a copy of the Departure Notification document obtained in Puerto Los Cabos and a copy of the vessel documentation. Juan Arias, the customs broker handling the immigration formalities for the race series will facilitate this procedure. If you wish, the Port Captain can be reached on channel 16 and channel 13 or by phone at 011-52-322-224-0427.
  - 5.5.1 If it becomes necessary for a vessel to terminate the race before arriving at Puerto Vallarta, and one of the above Ports of Entry is visited, the same procedure must be followed.
  - 5.5.2 The Race Committee has arranged with the Customs Brokers office of Juan Pablo Arias to assist you with all your customs needs. A nominal fee is charged for their services. During this race, their office will be temporarily relocated to Marina Vallarta. A member of the Race Committee will meet you on board your boat at Marina Vallarta to assist you through the port entry procedures. (Please refer to the envelope of Port Papers in the back of your Skippers Instruction Book for "Arrival Procedure" instructions.) It is strongly suggested that skippers COMPLETE the necessary documents BEFORE leaving Los Angeles, so that there is no confusion at the end of race.

- 5.6 Before leaving Puerto Vallarta (or Puerto Los Cabos in San Jose del Cabo), it is necessary to obtain clearance from Immigrations and the Port Captain. At the Marina in Puerto Los Cabos the customs broker will assist you with this clearance. (In Puerto Vallarta, the office of Juan Pablo Arias will expedite this procedure.) The designated boat captain will be asked to notify upon departure of ports to be entered and an updated crew list. (If you wish additional information, contact Juan Pablo Arias at [011-52-322-224-3555](tel:011-52-322-224-3555).)

## 6. AFTER YOU CROSS THE FINISH LINE AT PUERTO VALLARTA

- 6.1 When you cross the finish line, a well marked "Follow Me" boat will be waiting to escort you to a pre-assigned slip in Marina Vallarta where you will be officially welcomed and presented with refreshments.
- 6.2 Arrangements have been made with customs broker Juan Pablo Arias to handle your clearance with the port authorities. His very nominal service fee will relieve you of the necessity of having to go to a bank to pay the tourist tax for each crew member and to the Maritime Terminal in the main harbor to clear Customs and Immigration.
  - 6.2.1 If you arrive between 0900 PVT and 1700 PVT, a member of the DRYC welcoming committee will assist you with your documents.
  - 6.2.2 If you arrive between 1700 PVT and 0900 PVT, a member of the DRYC welcoming committee will make arrangements with you for a time to accompany you to the office of Sr. Juan Pablo Arias before the 1200 noon deadline. Your crew may leave the boat while awaiting clearance.

## 7. RE-ENTERING THE UNITED STATES

- 7.1 Upon re-entering the United States, proceed to Shelter Island (Harbor Police Dock), San Diego. The boat captain must check in with the authorities and then return to the boat; no one is permitted to leave the boat until released by Customs, and Immigration. U.S. Immigration Crew List forms for the return voyage are included in your Ship's Papers packet. Current Passport for every crew member aboard is required.
- 7.2 Each vessel will be required to pay a re-entry service fee, **minimum \$25.00**, payable to U.S. Customs. Be aware that an additional overtime fee **may** be required if clearance is needed on a holiday or after normal operating hours (Monday through Friday, 8 a.m. to 5 p.m.). If you wish, you may contact the CBP by dialing (619) 685-4300-Option #4.
- 7.3 It is forbidden to bring any narcotics into the United States even when prescribed by a physician. It is advisable to dispose of all narcotic drugs before entering United States waters.
- 7.4 Allowable amount of liquor is one (1) liter per person. It is permissible to bring back any amounts of unopened and sealed U.S. bottles, provided you have proof of purchase in the United States.
- 7.5 Potatoes, citrus fruit, fresh vegetables, meat, chicken, and eggs must be disposed of before entering California.
- 7.6 A U.S. Customs Decal (CBP User Fee Decal) is required on all private vessels entering the U.S. and should be obtained in advance from the Department of Homeland Security. They can be reached via e-mail at [dcals@dhs.gov](mailto:dcals@dhs.gov) or by phone at **(317) 298-1245**, by fax at (317) 290-3219 or you can visit [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).

