



Costa Rica Formal Entry

This document has been created in order to facilitate communicating the paper work and information required for the formal entry of luxury yachts into Costa Rica. The information and documentation should be presented at least 7 days prior to the arrival of the yacht. This document is arranged as follows:

1. **General Costa Rica Information**
2. **Formal Entry Documents Required**
3. **Captain and Vessel Information**
4. **Engine Information**
5. **Tender Information**
6. **Jet Ski and Land Vehicle Information**
7. **Helicopter Information**

To aid in keeping this document easy to follow, two colors and a numbering system are utilized:

1. **Orange** is for the major headings listed above
2. **Blue** is for sub categories within each **orange** heading

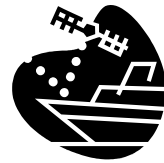
In order to keep any Question and Answer process easy to track there is a numbering system as follows:

1. Each major heading in **orange** has a number
2. The line items in a particular heading also have a number
3. When you have questions about a particular item refer to it by item number
4. Example - 1.6 refers to Golfito port of entry
5. Example - 1.11 refers to waiting period for the fishing license
6. 4. The status check box is utilized as a visual aid to determine what line item is complete



1. General Costa Rica Information

Description			
Ports of Entry		Location	
1	Playas Del Coco	North	
2	Puntarenas	Central	
3	Caldera	Central	
4	Los Suenos Marina	Central	
5	Quepos	Central	
6	Golfito	South	
Advanced Notice of Arrival			
7	Customs must be notified 48 hr in advance of arrival to report a firm arrival location and ETA		
Fishing License			
8	To request a fishing license , the vessel must be properly cleared into Costa Rica first		
9	After the formal entry is completed, we then apply to INCOPECA for the license		
10	At the time of submittal of the application, INCOPECA will issue a voucher which allows the yacht operation to legally fish until the fishing license is completed		
11	It takes about 5 working days until the license is finalized		
12	The cost of the license depends on the length of the yacht		
Documentation			
13	Where original documents are required as indicated below, those will be handed over to the officials for inspection on vessel arrival and then returned to the vessel Captain once inspection has been completed		
14	Copies of all documents should be transmitted electronically in advance of your arrival to ensure a streamlined entry		



2. Formal Entry Documents Required

#	Description	# Copies	Status
General Documentation			
1	Original and copy of the Certificate of Registry	6	<input type="checkbox"/>
2	Crew list	6	<input type="checkbox"/>
3	Guest list	6	<input type="checkbox"/>
4	Zarpe International – International clearance issued by last port of call	6	<input type="checkbox"/>
5	Provisions list	2	<input type="checkbox"/>
6	List of last five ports visited prior to arrival in Costa Rica	2	<input type="checkbox"/>
7	Maritime letter of authorization issued by the vessel owner to the Captan	4	<input type="checkbox"/>
8	Captains passport – photo and information pages	4	<input type="checkbox"/>
If Jet Skis Are Carried			
9	Original and copy of the Certificate of Registry for the jet skis – the blue card OR	4	<input type="checkbox"/>
10	Official list of jet skis aboard with information like make, model, serial number, year, color, etc.	4	<input type="checkbox"/>
If a Helicopter Is Carried			
11	Original and copy of the Air Worthiness Certificate	4	<input type="checkbox"/>
12	Medical Certificate of the helicopter's pilot	4	<input type="checkbox"/>
13	Commercial Pilot Certificate or license	4	<input type="checkbox"/>
14	Certificate of Insurance that shows the territory of Costa Rica covered	4	<input type="checkbox"/>
15	Pilot's passport – photo and information pages	4	<input type="checkbox"/>
16	Letter of authorization issued by the Helicopter's owner to the pilot	4	<input type="checkbox"/>
If Scooters or Motorcycles Are Carried			
17	Certificate of Title	1	<input type="checkbox"/>
18	Driver License of person responsible for driving	1	<input type="checkbox"/>
19	Drivers passport – photo and information pages	1	<input type="checkbox"/>
20	Letter of Authorization issued by the owner giving permission to use the Scooter or Motorcycle in Costa Rica	1	<input type="checkbox"/>



3. Captain and Vessel Information

#	Description	Information Requested	Status
Captain Information			
1	Full Name		<input type="checkbox"/>
2	Passport Number		<input type="checkbox"/>
3	Nationality		<input type="checkbox"/>
4	Phone Number		<input type="checkbox"/>
5	Fax Number		<input type="checkbox"/>
6	Email		<input type="checkbox"/>
7	Address		<input type="checkbox"/>
8	Married Single Divorced Widower		<input type="checkbox"/>
Vessel Information			
9	Flag		<input type="checkbox"/>
10	Port of Registry		<input type="checkbox"/>
11	Official number		<input type="checkbox"/>
12	Call sign		<input type="checkbox"/>
13	Gross registered tons		<input type="checkbox"/>
14	Net registered tons		<input type="checkbox"/>
15	Length in meters		<input type="checkbox"/>
16	Beam in meters		<input type="checkbox"/>
17	Draft in meters		<input type="checkbox"/>
18	How many decks		<input type="checkbox"/>
19	Hull material		<input type="checkbox"/>
20	Hull color		<input type="checkbox"/>
21	Name of builders		<input type="checkbox"/>
22	Year launched		<input type="checkbox"/>
23	Country of build		<input type="checkbox"/>
24	Name of owner		<input type="checkbox"/>
25	Address of owner		<input type="checkbox"/>
26	Certificate of Registry – issue date		<input type="checkbox"/>
27	Certificate of Registry – expiration date		<input type="checkbox"/>
Vessel Movement			
28	Last port of call		<input type="checkbox"/>
29	ETA Costa Rica		<input type="checkbox"/>
30	Next Costa Rica port		<input type="checkbox"/>
31	ETA next Costa Rica port		<input type="checkbox"/>
32	ETD Costa Rica		<input type="checkbox"/>
33	Next international port		<input type="checkbox"/>



4. Engine Information

#	Description	Information Requested	Status
Engine 1			
1	Brand		<input type="checkbox"/>
2	Model		<input type="checkbox"/>
3	Serial number		<input type="checkbox"/>
4	Horsepower		<input type="checkbox"/>
5	Generator or Propulsion		<input type="checkbox"/>
Engine 2			
6	Brand		<input type="checkbox"/>
7	Model		<input type="checkbox"/>
8	Serial number		<input type="checkbox"/>
9	Horsepower		<input type="checkbox"/>
10	Generator or Propulsion		<input type="checkbox"/>
Engine 3			
11	Brand		<input type="checkbox"/>
12	Model		<input type="checkbox"/>
13	Serial number		<input type="checkbox"/>
14	Horsepower		<input type="checkbox"/>
15	Generator or Propulsion		<input type="checkbox"/>
Engine 4			
16	Brand		<input type="checkbox"/>
17	Model		<input type="checkbox"/>
18	Serial number		<input type="checkbox"/>
19	Horsepower		<input type="checkbox"/>
20	Generator or Propulsion		<input type="checkbox"/>
Engine 5			
21	Brand		<input type="checkbox"/>
22	Model		<input type="checkbox"/>
23	Serial number		<input type="checkbox"/>
24	Horsepower		<input type="checkbox"/>
25	Generator or Propulsion		<input type="checkbox"/>
Engine 6			
26	Brand		<input type="checkbox"/>
27	Model		<input type="checkbox"/>
28	Serial number		<input type="checkbox"/>
29	Horsepower		<input type="checkbox"/>
30	Generator or Propulsion		<input type="checkbox"/>



5. Tender Information

#	Description	Information Requested	Status
Tender 1			
1	Official number		<input type="checkbox"/>
2	Brand		<input type="checkbox"/>
3	Hull material		<input type="checkbox"/>
4	Inboard or outboard engine		<input type="checkbox"/>
5	Brand of engine		<input type="checkbox"/>
6	Engine 1 serial number		<input type="checkbox"/>
7	Engine 1 horsepower		<input type="checkbox"/>
8	Engine 2 serial number		<input type="checkbox"/>
9	Engine 2 horsepower		<input type="checkbox"/>
Tender 2			
10	Official number		<input type="checkbox"/>
11	Brand		<input type="checkbox"/>
12	Hull material		<input type="checkbox"/>
13	Inboard or outboard engine		<input type="checkbox"/>
14	Brand of engine		<input type="checkbox"/>
15	Engine 1 serial number		<input type="checkbox"/>
16	Engine 1 horsepower		<input type="checkbox"/>
17	Engine 2 serial number		<input type="checkbox"/>
18	Engine 2 horsepower		<input type="checkbox"/>
Tender 3			
19	Official number		<input type="checkbox"/>
20	Brand		<input type="checkbox"/>
21	Hull material		<input type="checkbox"/>
22	Inboard or outboard engine		<input type="checkbox"/>
23	Brand of engine		<input type="checkbox"/>
24	Engine 1 serial number		<input type="checkbox"/>
25	Engine 1 horsepower		<input type="checkbox"/>
26	Engine 2 serial number		<input type="checkbox"/>
27	Engine 2 horsepower		<input type="checkbox"/>
Tender 4			
28	Official number		<input type="checkbox"/>
29	Brand		<input type="checkbox"/>
30	Hull material		<input type="checkbox"/>
31	Inboard or outboard engine		<input type="checkbox"/>
32	Brand of engine		<input type="checkbox"/>
33	Engine 1 serial number		<input type="checkbox"/>
34	Engine 1 horsepower		<input type="checkbox"/>
35	Engine 2 serial number		<input type="checkbox"/>
36	Engine 2 horsepower		<input type="checkbox"/>



6. Jet Ski and Land Vehicle Information

#	Description	Information Requested	Status
Jet Ski 1			
1	Brand		<input type="checkbox"/>
2	Model		<input type="checkbox"/>
3	Serial number		<input type="checkbox"/>
4	Year		<input type="checkbox"/>
5	Color		<input type="checkbox"/>
Jet Ski 2			
6	Brand		<input type="checkbox"/>
7	Model		<input type="checkbox"/>
8	Serial number		<input type="checkbox"/>
9	Year		<input type="checkbox"/>
10	Color		<input type="checkbox"/>
Jet Ski 3			
11	Brand		<input type="checkbox"/>
12	Model		<input type="checkbox"/>
13	Serial number		<input type="checkbox"/>
14	Year		<input type="checkbox"/>
15	Color		<input type="checkbox"/>
Jet Ski 4			
16	Brand		<input type="checkbox"/>
17	Model		<input type="checkbox"/>
18	Serial number		<input type="checkbox"/>
19	Year		<input type="checkbox"/>
20	Color		
Scooter or Motorcycle 1			
31	Brand		<input type="checkbox"/>
32	Model		<input type="checkbox"/>
33	Serial number		<input type="checkbox"/>
34	Year		<input type="checkbox"/>
35	Color		<input type="checkbox"/>
36	License plate number		<input type="checkbox"/>
Scooter or Motorcycle 2			
37	Brand		<input type="checkbox"/>
38	Model		<input type="checkbox"/>
39	Serial number		<input type="checkbox"/>
40	Year		<input type="checkbox"/>
41	Color		<input type="checkbox"/>
42	License plate number		<input type="checkbox"/>



7. Helicopter Information

#	Description	Information Requested	Status
Helicopter Information			
1	Nationality		<input type="checkbox"/>
2	Registration number		<input type="checkbox"/>
3	Manufacture		<input type="checkbox"/>
4	Model		<input type="checkbox"/>
5	Aircraft serial number		<input type="checkbox"/>
6	Category		<input type="checkbox"/>
7	Designation number		<input type="checkbox"/>
8	Air Worthiness Certificate – issue date		<input type="checkbox"/>
9	Air Worthiness Certificate – expiration date		<input type="checkbox"/>
Helicopter Pilot			
10	Full Name		<input type="checkbox"/>
11	Passport Number		<input type="checkbox"/>
12	Nationality		<input type="checkbox"/>
13	Phone Number		<input type="checkbox"/>
14	Fax Number		<input type="checkbox"/>
15	Email		<input type="checkbox"/>
16	Address		<input type="checkbox"/>
17	Married Single Divorced Widower		<input type="checkbox"/>