

**ADVANCE DELIVERY OF PASSENGER AND CREW MANIFEST
NOTICE 2008**

BR 30/2008

BERMUDA IMMIGRATION AND PROTECTION ACT 1956

1956: 30

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The Chief Immigration Officer, in exercise of the powers conferred by sections 37 and 38 of the Bermuda Immigration and Protection Act 1956, makes the following Notice:

Citation

1 This Notice may be cited as the Advance Delivery of Passenger and Crew Manifest Notice 2008 and shall come into operation on 14 May 2008.

Interpretation

2 In this Notice—

“Act” means the Bermuda Immigration and Protection Act 1956;

“manifest” means a manifest referred to in section 37 or 38 of the Act.

Application to certain categories of ship and aircraft

3 (1) The master of every ship and the commander of every aircraft departing from, or departing for, Bermuda shall provide, in the manner required in the Schedule for that category of ship or aircraft, a manifest setting out the following information in respect of every person on board the ship or aircraft—

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- (a) the person's full names, as they appear in his or her passport or other travel document;
 - (b) the person's sex, date of birth and nationality;
 - (c) the person's passport or other travel document number, its date of expiry and country of issue;
 - (d) whether the person is a passenger or a member of the crew; and
 - (e) in respect of a ship or aircraft arriving in Bermuda, whether the person is in transit or is to disembark in Bermuda.
- (2) The manifest, in the case of a ship, shall include—
- (a) the voyage number or, where there is no voyage number, the name of the ship;
 - (b) the name of the shipping line or operator;
 - (c) the port, date and time of departure of the ship;
 - (d) in respect of a ship arriving in Bermuda, the port, date and estimated time of arrival of the ship in Bermuda;
 - (e) in respect of a ship departing from Bermuda, the port, date and estimated time of arrival of the ship at its onward foreign destination; and
 - (f) the total number of persons on board the ship.
- (3) The manifest, in the case of an aircraft, shall include—
- (a) the flight number or, where there is no flight number, the aircraft's registration number;
 - (b) the name of the airline or operator;
 - (c) in respect of an aircraft arriving in Bermuda—
 - (i) the airport, date and time of departure of the aircraft; and
 - (ii) the date and estimated time of arrival of the aircraft in Bermuda;
 - (d) in respect of an aircraft departing from Bermuda—
 - (i) the date and time of departure of the aircraft; and
 - (ii) the airport, date and estimated time of arrival of the aircraft at its destination; and
 - (e) the total number of persons on board the aircraft.

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Local representative may deliver manifest

4 The duty to deliver a manifest may be discharged by the local representative of the ship or aircraft, on behalf of the master or commander.

Offences

5 A person who fails to deliver a manifest as required by this Notice, commit an offence against the Act.

SCHEDULE

COMMERCIAL AIRLINES	
Address to which manifest must be delivered:	The communications carrier for the Bermuda Department of Immigration is ARINC . The designated address for the transmission of arrival and departure manifests is: BDADOXH . Airlines must send their required Bermuda API messages to BDADOXH over existing network connections from their Department Control Systems [DCS] host applications.
Mode of delivery:	Airlines must use the standard commercial airline API manifest message format composed in a UN EDIFACT formatting standard wrapped in an IATA Type B message envelope.
When manifest must be delivered:	For both arriving and departing flights: No later than 15 minutes after wheels up. If electronic delivery of the manifest fails, the person responsible for delivering the manifest must inform an Immigration Officer at the LF Wade International Airport as soon as possible after discovering the failure. The manifest must then be delivered immediately after the cause of the failure has been fixed.

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PRIVATE AND CHARTER AIRCRAFT	
Temporary exemption from requirement to furnish an electronic manifest:	<p>Private and charter aircraft may continue to use the current method of providing either a paper manifest and landing cards or, where applicable, by prior arrangement with the Department of Immigration, emailing an excel spreadsheet to immairport@gov.bm</p> <p>However, an interactive web screen is being developed by ARINC that will allow small airlines and those charters which cannot provide the standard commercial airline API manifest to manually enter the passenger manifests. The web site will be available to all private and charter aircraft over the public internet and will use SSL encryption for security.</p> <p>Once the website has been developed, the details will be published by further Notice in the Government Gazette and the operators of the private jet facilities will be notified accordingly.</p>

CRUISE SHIPS	
Address to which manifest must be delivered:	<p>The addresses to which the manifest must to be delivered are: customs_marine@gov.bm and customs_ycr@gov.bm</p>

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Mode of delivery:	Cruise Ships must use the United States Coast Guard (USCG) national vessel movement center (NVMC) and Customs and Border Protection (CBP) electronic notification of arrival and departure [ENOAD] specifications. This data is sent in either an XML format via an HTTP/SOAP web service protocol or CSV via APIS.
When manifest must be delivered:	A manifest must be delivered no later than 48 hours before the arrival of a ship in Bermuda. If the Chief Immigration Officer requests a departure manifest, it must be delivered no later than 48 hours after departure of the ship from Bermuda. If electronic delivery of the manifest fails, the person responsible for delivering the manifest must send an email to: customs_marine@gov.bm and customs_yc@gov.bm or inform an Immigration Officer at the LF Wade International Airport as soon as possible after discovering the failure. The manifest must then be delivered immediately after the cause of the failure has been fixed.

PRIVATE YACHTS AND COMMERCIAL VESSELS (*other than cruise ships*)

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Exemption from requirement to furnish electronic manifest:	Private Yachts and Commercial Vessels (<i>other than Cruise Ships</i>) are exempt from the requirement to provide a manifest in electronic format and must continue to declare their passengers and crew in the current manner, i.e. immediately on arrival, private yachts and commercial vessels must provide details relating to the crew and passengers to H.M. Customs either in St. George or in Hamilton depending on where the yacht is moored.
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Made this 8th day of May, 2008

Martin S. Brewer
Chief Immigration Officer