

Cartagena Port (Spain)**SECTION 2****ARRIVAL & DEPARTURE CLEARANCE (documentation and procedures):****ARRIVAL CLEARANCE**

The following list of docs are to be presented on board to agent and authorities to obtain vessel's clearance:

- Passenger & Crew list: 4 copies.
- Disembarking Passenger & Crew List: 4 copies.
- Embarking Passenger & Crew List: 4 copies.
- Nationality Breakdown Passenger & Crew: 4 copies.
- Crew Stores/Effects List: 1 copy.
- Arrival Report (Ships Own): 4 copies.
- Ship 's Particulars: 3 copies.
- Nil list: 2 copies
- Arms & Ammo Manifest: 2 copies
- Stowaways Manifest: 2 copies
- List of last ten ports: 4 copies
- Drugs List: 2 copies
- Health Declaration: 1 copy

Two Immigration Officials and TWO Customs Official are boarding the vessel once berthed together with the Port Agent for arrival clearance.

Average time for arrival clearance is 15 minutes.

Immigration Officials are require to checking Passports of those Passengers in transit with restricted nationalities and/or requiring Visa and also Passports of those Pax & Crew scheduled to disembark in Cartagena. Not face to face Immigration inspection required although Customs Officials require those disembarking to present themselves in their Office alongside by the pier entrance for luggage inspection. Those Pax & Crew embarking will have to do the same and present themselves in the Customs Office alongside prior embarking.

DEPARTURE CLEARANCE

- Departure clearance to be confirmed upon arrival.
- Only embarking and disembarking manifest would be required on departure if the arrival information/lists changed.