



DIVISION OF IMMIGRATION
Bureau of Customs & Border Protection
MINISTRY OF FINANCE



P.O. BOX 6011
 KOROR, REPUBLIC OF PALAU 96940
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APPLICATION FOR NON-SCHEDULED VESSEL/AIRCRAFT TO ENTER THE REPUBLIC OF PALAU

APPLICATION MUST BE TYPED OR NEATLY WRITTEN

I hereby apply for permission for the following Aircraft / Vessel to enter the Republic of Palau at the Malakal Harbor/Palau International Airport and in support of my application I submit the following information.

This form must be provided no less than 48 hours before the estimated time of arrival (ETA) of the aircraft / vessel in the Republic of Palau. No person, vessel or aircraft, unless specifically exempted by applicable law or regulation, shall enter the Republic of Palau without having been issued an appropriate entry permit.

Such person must comply with all Customs, Immigration and Biosecurity requirements. Any person responsible for the entry of a carrier, who violates any provisions of the law or regulations for knowingly giving false or misleading information or failing to provide information required by law may be subject to a fine of not less than \$10,000, or imprisonment for a term not to exceed two years, or both. The giving of any false or misleading information in the application may be grounds for denial.

PART A : APPLICANT & AIRCRAFT / VESSEL DETAILS			
1. Applicant's name & company:		2. Applicant's contact details: Email: Telephone: Postal address:	
3. Are you the captain, owner, operator, or master of the vessel. If so, please indicate below. If you are acting as an agent for the aircraft / vessel indicated in this application, please provide the authorization letter allowing you to represent the aircraft / vessel. Captain <input type="checkbox"/> Master of the Vessel <input type="checkbox"/> Owner <input type="checkbox"/> Operator <input type="checkbox"/> Agent <input type="checkbox"/>			
4. If you are acting as an agent please stated your name, address & contact information.		5. Provide the purpose of travel and reason for your visit:	
6. How long do you plan to stay in Palau? <input type="checkbox"/> Up to 30 days <input type="checkbox"/> More than 30 days If you intend to stay in Palau for more than 30 days, please state the reason for your intended length of stay and the duration.			
7. Type of Entry: (Please indicate below) A. Single Entry Permit for Commercial Carriers (\$100 USD) B. Single Entry Permit for Non-Commercial Carriers (\$50 USD) C. One Year Multiple Entry Permit for Commercial Carriers (\$1,000 USD) D. One Year Multiple Entry Permit for Non-Commercial Carriers (\$500 USD)			8. Previous name of Aircraft / Vessel (if known)
9. Aircraft Details			
a. Owner of aircraft / Vessel (name):	b. Operator of aircraft / Vessel (name):	c. Aircraft / Vessel registration number:	
d. Aircraft / Vessel operation (commercial, cargo, corporate, charter, private, medical):	e. Name of Aircraft / Vessel:	f. Name of person in charge of aircraft / Vessel and contact details:	
10. Craft Details			
a. Type of Craft	b. Length (Overall in Meters)	c. Gross tonnage	d. Sail number
e. Value of Craft (USD)	f. Registration Number	g. MMSI Number	h. Radio Call Sign
i. AIS Capability (Yes / No)	j. Number of persons on board	k. Hull type / Color	l. IMO / Registration Number

11. Applicant

a. Date / Time of application: _____ c. Declaration: Applicant states that the information contained in Parts A to E certified true and correct by
 (Print Name / Signature Required): _____
 b. Application Ref No. _____

PART B : PROPOSED FLIGHT / VOYAGE DETAILS

12. Last overseas airport / port: _____ day: _____ month: _____ year: _____ : hours

13. Palau airport / port arriving at and estimated date and time of arrival: _____ day: _____ month: _____ year: _____ : hours

14. Palau airport / port departing from and date and time of departure: _____ day: _____ month: _____ year: _____ : hours

15. Other airports being visited. (Show airport / port, date, ETA and ETD below).

(a) Airport / Port:	ETA: :	ETD: :	(b) Airport / Port:	ETA: :	ETD: :
(c) Airport / Port:	ETA: :	ETD: :	(d) Airport / Port:	ETA: :	ETD: :
(e) Airport / Port:	ETA: :	ETD: :	(f) Final Airport / Port:	ETA: :	ETD: :

16. Next overseas airport / Port and country the aircraft is destined for:

17. List previous overseas airports / ports (Please list in sequence, last airports / ports first)

a.	b.
c.	d.
e.	f.

PART C : ARRIVAL DECLARATION / CARGO REPORT

18. Anything to Declare?

- | | | | |
|----|---|-----|----|
| a. | Commercial Goods / Items intended for resale | YES | NO |
| b. | Drugs (Prescription / Non-Prescription) , Vapes and E -cigarettes | YES | NO |
| c. | US \$10,000 or more cash / monetary instruments | YES | NO |
| d. | Firearms, weapons, ammunition, explosives, fireworks, hazardous items? | YES | NO |
| e. | Tobacco or alcohol above the tax-exempt limit? | YES | NO |
| f. | Fruits, vegetables, plants or plant parts such as seeds and bulbs | YES | NO |
| g. | Foods of any kind, meat, fish, animals, or animal parts such as feathers and bones or animal products of any kind. | YES | NO |
| h. | Insects, biological specimens, live organisms, cultures, bacteria or items that may be carrying such matter or earth, soil and sand, including tents and camping equipment. | YES | NO |
| i. | <i>Personal Goods that exceed four hundred dollars (\$400).
This includes souvenirs that you purchased, gifts that you received from friends or relatives.</i> | YES | NO |
| j. | Does the aircraft have a current Residual Spray Certificate? | YES | NO |
| k. | Are there any animals (including birds and fish, etc) on board? | YES | NO |

Note: No goods may be landed without prior approval from a Customs and Biosecurity Officer. It is illegal to provide false information on this form. If you answered "Yes" to any statements in this section, please fill in the section below.

Description of Articles	Quantity	Value	Comments

For all commercial cargo, please record on a separate sheet and attach. List all goods carried in on the craft, except for personal effects of crew and passengers and stores for craft.

PART D : HEALTH DECLARATION

19. Are passengers / crew fully vaccinated against COVID-19? YES NO Please explain if No.

PART E : CREW AND PASSENGER DETAILS

20. Complete below or attach passenger / crew list: (PLEASE COMPLETE A LIST OF ALL PASSENGER AND CREW)

21. Passengers leaving aircraft / vessels permanently in this country: (a) Number: (b) At (place):	22. Crew leaving aircraft / vessel permanently in this country: (a) Number: (b) At (place):
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Country of Passport Issuance	Last, First, Middle Name	Role (Captain, Crew, Passenger, etc)	DOB (mm/dd/yyyy)	Gender M/F	Passport Number	Country of Residence	Date of Expiration

I certify that the facts herein above set forth are true and correct to the best of my knowledge and belief and it is fully understood that while this aircraft / vessel is in the Republic, it is subjected to the above conditions and all the rules, regulations and the laws of the Republic of Palau.

_____ _____
 Print and Sign Name Date

For Official Use Only

23. Entry Permit Paid YES <input type="checkbox"/> NO <input type="checkbox"/>	24. Water Vessel Tax Paid YES <input type="checkbox"/> NO <input type="checkbox"/>	25. PPEF Paid YES <input type="checkbox"/> NO <input type="checkbox"/>
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26. Transmittal / Receipt No. and Amount	27. Total Fees Collected	28. Airport / Port Entered or Cleared (Indicate Date and Time)
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29. If Aircraft / Vessel Entry Waiver was granted, please provide the following: Date of Waiver: _____ Serial /No. _____	30. Immigration Officer Remarks:
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31. Issued by Officer Receiving Entry / Granting Clearance: Print / Signature and Title of Officer _____ Date: _____	Application Approved by: Chief, Division of Immigration (Print / Sign) _____ Date: _____
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Record of Extension				
Date and Time: _____	Until: _____	By: _____	Amount Paid: _____	Receipt No. _____
Date and Time: _____	Until: _____	By: _____	Amount Paid: _____	Receipt No. _____
Date and Time: _____	Until: _____	By: _____	Amount Paid: _____	Receipt No. _____

Guidelines and Advice for Applicants

1. Overview:

- No person, vessel or aircraft, unless specifically exempted by applicable law and regulations, shall enter the Republic without having been issued an appropriate entry permit.
- Except in emergency situations or as approved under this process, all overseas aircraft arriving and departing the Republic must:
 - i. land at a designated Customs, Immigration and Biosecurity (CIB) place/ airport; and
 - ii. depart from a designated CIB place/ airport.
- All aircrafts and vessels are subject to customs, immigration and biosecurity (CIB) controls when entering and departing the Republic of Palau. This includes requiring permission to enter our Ports of Entry and/or to enter subsequent ports of call.
- Unless specifically exempted by law, this permit is good for entry at the Malakal Harbor, Palau International Airport and/or any other location or place designated by the Director. Any requests for optional entry locations must comply with the conditions to include a bond and such amount as the Director deems appropriate, but not less the \$1,000 before granting such request. The Director must be satisfied that the place designated for formal entry will be sufficiently under CIB control at the time of entry, and that the expenses incurred by CIB will be reimbursed as authorized. The owner, operator, master or agent is required to seek permission from CIB to enter the Republic of Palau. This permit is good for entry at Malakal Harbor/Palau International Airport only.
- All vessels and aircraft entering and departing a port of entry shall be subject to CIB inspection, agricultural inspection and quarantines, public health / environmental inspection and quarantines, Port State Control (vessels only) and other administrative inspections authorized by law. If any vessel or aircraft not being in distress enters or attempts to enter a port in violation of the provisions of this section, such information shall be communicated by the fastest available means to the Bureau of Public Safety (BPS), Bureau of Marine Transportation (BMT) and/ or to the Bureau of Customs and Border Protection (BCBP).

2. Application Process:

- The following form must be completed in full with the correct information and emailed to immigration@bcbp.pw or submitted to the Immigration Office within the prescribed timeframe as listed below.
- Immigration will only approve Entry Permits for all aircrafts only after the Director of the Bureau of Aviation (BOA) has approved the landing permit at the Palau International Airport, the Administrator of the Palau National Aviation Administration (PNAA) has provided the necessary certification and approvals and the Ministry of Health and Human Services (MHHS) confirms clearance.
- BOA approval is required for landing permit.
- PNAA approval is required for flight safety and security into Palau's airspace.
- At the seaport, Immigration will approve entry permits only after the Director of the BMT confirms clearance.
- Extension of the entry permit may be granted on application, provided that you meet eligibility requirements and have an appropriate visa.
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3. Advance Notice:

- The master of a vessel is required by law to give notice of impending arrival at least two weeks in advance of the expected entry on the prescribed form. In the event an aircraft / vessel is unable to provide advance notice, they will have 48 hours before the proposed flight or voyage for consideration by CIB. Carriers arriving without an entry permit will be denied entry and penalties may apply for failure to do so.
- Requests that do not contain the necessary information will not be considered until all information is provided.
- Requirements to depart. All vessels and aircrafts must provide to CIB notice of intent to depart the Republic at least forty-eight (48) hours in advance of such departure.
- To avoid delays in processing, the agent or master of the aircraft / vessel is required to notify CIB of any changes to the already transmitted Entry Form and the manifest. The agent or master of the aircraft / vessel is responsible for updating the BCBP by submitting the correct manifest and required documents prior to the aircraft / vessel departure from their last port. CIB must be informed of those changes in order to ensure that you will be able to proceed efficiently when you arrive.

4. Embarkation and Disembarkation:

- Aircrafts and vessels entering the Republic shall immediately present their Entry Permits to an Immigration Officer. No person, other than the Captain, is permitted to Disembark from an aircraft or vessel until such time as an Entry Permit has been issued to the aircraft or vessel.
- No person other than a CIB officer, Environment / Health Officer and Port State Control Officer (vessel) may board the aircraft or vessel until a Visa has been issued to each passenger/crew member on board the aircraft or vessel and until such time as the passengers/crew members have been cleared through Immigration.
- Disembarkation of Aliens from an aircraft or vessel arriving without a permit may be allowed for humanitarian reasons or practical considerations by the issuance of a Temporary Visa. Otherwise, Disembarkation shall not be allowed for any person arriving on the aircraft or vessel until such time as an Entry Permit for the aircraft or vessel is issued.
- All aircrafts and vessels must obtain CIB and Port clearance before departing to a foreign port or place.

- No commercial cargo or paying passengers shall be carried on board the vessel/aircraft that is not licensed as commercial carrier.
5. Health / Quarantine Requirements:
- Effective April 25th, 2023, Palau no longer requires COVID-19 vaccination to enter the country. In line with MHHS Directive No. 001-23 issued on April 25, 2023, there is no Quarantine requirement. The COVID-19 testing, forms and health insurance, face coverings are not required.
 - Health Requirements may be required in accordance with Immigration Regulations § 203 for those persons entering the Republic, prior to Entry, and in accordance with the policy of the Ministry of Health, to present a health/vaccination certificate; undergo a vaccination/inoculation; or undergo a health examination.
6. Launching of Digital / Online Arrival Form
- We are pleased to announce the launch of the digital/online entry form for travelers- making travel much more convenient. As of February 01, 2024, the Palau Entry Form submissions must be submitted within 72 hours or **before departure to the Republic of Palau**. Your responses must be in English. Only ONE form is required per family or single traveler.
 - **Your responses must be in English. Only ONE form is required per family or single traveler.** Once you fill in the form, you will receive a unique QR code to your email. Each traveler must present a copy of their completed Palau Entry Form or Unique QR Code upon arrival at the Palau International Airport.
 - Before making your way to Pristine Paradise. Palau, fill the online entry form palautravel.pw or you can access the link at palahealth.org
7. Charges and Fees
- All required payments are paid before or upon the arrival of the vessel/aircraft.
 - Payment of all fees, including overtime, shall be made to the Republic Bureau of National Treasury and evidence of such payment shall be submitted to the Bureau.
 - Fees remitted in any other manner shall not be valid and may result in delays in the issuance of Entry Permits or Visas. All fees shall be paid before an extension of a Entry Permit or Visa is granted, and failure to timely pay fees shall be grounds for the denial of an Entry Permit or Visa. All fees and costs incurred for Visas issued outside the Republic shall be paid by the Alien.
 - All passengers are subject to the Pristine Paradise Environmental Fee (PPEF) of \$100 USD upon arrival.
 - The following fees shall be charged for Carrier Entry Permits:
 - i. a. A fee of \$1,000 shall be imposed for the issuance of a one year multiple Entry Permit for Commercial Carriers.
 - ii. A fee of \$500 shall be imposed for the issuance of a one-year multiple Entry Permit for Noncommercial Carriers.
 - iii. A fee of \$100 shall be imposed for the issuance of a single Entry Permit for Commercial Carriers.
 - iv. A fee of \$50 shall be imposed for the issuance of a single Entry Permit for Noncommercial Carriers.
 - In accordance with RPPL No. 10-38, Foreign Water Vessel Tax, every private yacht or cruise ship is subject to pay the water vessel tax to the Bureau of Customs and Border Protection as per the tax schedule in Annex 1.
 - i. The Division of Immigration shall not grant an extension of stay to any private yacht, cruise ship, or foreign water vessel unless the person having charge of the said private yacht, cruise ship, or vessel, or its agent, provides an original proof of payment of the Foreign Water Vessel Tax or Foreign Water Vessel Fee.
 - ii. The Bureau of Marine Transportation shall not grant departure clearance to any foreign water vessel unless the person having charge of the said water vessel, or its agent, provides original proof of payment of the Foreign Water Vessel Tax or Foreign Water Vessel Fee.
 - iii. The owner of any foreign water vessel that fails to depart the territorial waters of the Republic in violation of these Regulations shall be subject to a fine of up to \$50,000, and the vessel shall be subject to seizure and forfeiture to the Republic as provided in Chapter 3 of Title 7 of the Palau National Code.
 - Payment of penalties imposed by the Bureau Shall be made to the Republic National Treasury. Penalties imposed by the Palau Supreme Court shall be made to the Clerk of Courts.
8. All vessels entering the republic must have the following requirements:
- For all arrivals to and departures from the Republic of Palau, Advance Passenger manifest information is required of all General Aviation operators. As such, pilots and operators for private, non-scheduled and commercial aircraft or vessels are responsible for transmitting manifest information that is correct, valid, accurate, complete, and transmitted within specified timeline requirements.
 - Last Port clearance & Stamp
 - Passenger and Crew List
 - General Declaration
 - AIS Maritime Mobile Service Identity No. (MMSI) and International Maritime Organization No.(IMO)
9. Traveler documents required upon arrival.

- All persons on board will be required to produce travel documents, such as a valid passport, return ticket, labor permit, other evidence or circumstances acceptable to the Director.
- The Master of the vessel will be required to complete a Small Craft Arrival Report.
- You must declare all food, plant and animal items on your Incoming Arrival Form. A permit is required for the importation of plants, animals and food products prior to arriving in Palau. A Biosecurity officer will inspect your galley stores and other biosecurity items to ensure that they do not include prohibited goods or items infested with insects or disease. Prohibited goods will be confiscated, bonded on the vessel for the duration of your stay, or re-exported at the owner's expense.
- If you declare prohibited items, you may be given the option of re-exporting them. If you do not declare items of biosecurity concern, a fine could be imposed or you could be prosecuted.

10. Important information for Travelers

Prohibited Goods	Restricted Goods	Traveler's Allowance
Firearms, ammunition, weapons, explosives, fireworks, poisonous substances, spring bladed knives, other hazardous items or weapons of any kind	Drugs (prescriptions or non-prescription)	2 Liters of Alcoholic Beverages (no allowance for alcoholic beverages for travelers under the age of 21)
Counterfeit, altered or imitated bank notes or securities	Protected endangered animals, plants or their products	One open pack of cigarettes
Narcotic drugs, stimulants, marijuana	Live animals and plants, meat products, seeds, vegetables and fruits, etc.	15g of loose smoking, chewing or tobacco in an open pack (no allowance for tobacco products for travelers under the age of 21)
Vapes and E-cigarettes		

11. Contact Information

- Entry permits will only be issued by Immigration Monday – Friday from 8:00am – 5:00pm (excluding holidays). You can contact Immigration at immigration@bcbp.pw You can also contact Customs at customs@bcbp.pw and Biosecurity at biosecurity@bcbp.pw. Emails received outside of business hours will be responded to the next business day.