

# Indefinite Blanket Permit – Handler: MAS

## **MEXICO CHARTER BLANKET PERMIT REQUIREMENTS**

The process for a Part 135, Part 121, Part 125, Cargo or Ambulance to obtain a Mexican Indefinite Blanket Permit (IBP) takes about six months, once all complete and correct paperwork has been submitted.

Documents needed:

1. Original (Hard Copy) Mexican Insurance Policy
  - Please request fleet policy listing all of your aircraft whenever possible.
  - In order to be accepted by the Mexican Civil Aviation Authority ("DGAC"), your Mexican Insurance Policy must meet the following criteria: (include "paid" receipt or ensure "paid" is stamped on policy).
    - i. Must be a complete Original Policy: DGAC will not accept copies.
    - ii. The company name to appear on the permit must be the "Name Insured" or "Additional Name Insured".
    - iii. Must be issued with current minimum coverage, according to DGAC rules.
    - iv. Must be for commercial/charter operations, not private.
2. Domestic (Worldwide) Certificate of Insurance (Photocopies are acceptable)
  - Please request fleet policy listing all of your aircraft whenever possible.
  - Must show territory covered as "Worldwide," or list "Mexican Territory" specifically.
    - i. The company name to appear on the permit must be the "Name Insured" or "Additional Name Insured".
    - ii. Must have an expiration date. "Until Cancelled" is not accepted.
    - iii. Must show all aircraft, aircraft registration numbers and serial numbers of each.
3. Certificate of Registration (Photocopies are acceptable)
  - For each aircraft that will be on the permit.
  - Temporary certificates are not be accepted by DGAC.
  - Must be valid
4. Airworthiness Certificate (Photocopies are acceptable)
  - For each aircraft that will be on the permit
5. Blanket Permit Request
  - We will provide you with the format to be filled.
6. Articles of Incorporation
  - Under the company name that will appear on the permit.
  - Must be a state certified copy with original Apostille. The Articles must mention the owner, incorporator, or major stockholder with full address.
7. Air Carrier Certificate
  - Must show the company name that will appear on the permit.

8. Operations Specifications Manual (Original Notarized copy)
  - Complete updated copy.
  - Must show the company name that will appear on the permit. Section D085 must list all aircraft for which the permit is required.
  - Notary needs to stamp page one of the ops specs.
  - DGAC REQUIRES OPS SPECS ON DIGITAL FORMAT (CD).
9. OST Form 4507
  - From the Department of Transportation.
  - Must list all aircraft for which the permit is required.
  - For any aircraft which has more than 15 passenger seats, a second permit must be obtained for "Fletamento".
10. AIP MANUAL (Mexican Aeronautical Information Publication Manual)
  - If your company has not already purchased this manual, we can do so on your behalf.
  - The cost of the manual is approximately \$260.00 USCY (price changes yearly). Upon request.
  - This is a requirement for all blanket permit holders.

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## **THE FOLLOWING LETTERS MUST BE ON YOUR COMPANY LETTERHEAD**

These letters have been preformatted for your use. Just copy and paste onto your letterhead. All letters must be submitted in Spanish format and have been translated for your information purposes only.

(\*\*\*Letterhead must be the same as the name that will appear on the permit\*\*\*)

1. Notarized Power of Attorney with Apostille (preformatted letter below) with original Apostille Letter **in Spanish**.
    - Signed by an owner, stating that MANNY is your representative for obtaining a Mexican Blanket Permit.
    - This letter must be notarized with an Apostille. Sample attached.
  2. ELT Letter (preformatted letter on the next page)
    - Letter **in Spanish** explaining that you are in compliance to FAA rules.
    - This letter must be signed by the person stated in section A006 of the Operations Specifications Manual, either Director of maintenance or director of operations.
    - Must mention all the aircraft to be on permit.
- DGAC rules after permit has been obtained:
    - The blanket permit is issued with obligations which must be met each year. DGAC calls this "Verification".

- For Verification of the permit the permit holder must submit current insurance (Mexican insurance must be the original), statistical reporting must be current, and AIP manual must be current.
- "The handler" will procure and maintain the permit in good legal standing on your behalf, once obtained, and ensure all verifications are done in a timely manner. They will also keep up with any changing rules and regulations.
- The permit holder should submit verification of permit 2 months prior to date of issue, each year.
  - The handler will contact the permit holder a month prior to anniversary date to provide permit holder enough time to gather all documentation.
  - Permit holder is responsible for proper maintenance of blanket permit and if/when permit is no longer required, the DGAC will cancel only if/when the permit is current.
- Permit is valid whether it is used or not.
- Statistical reporting
  - After the permit is issued, the permit holder is required to submit Statistical Reports at the end of each month showing any charter operations to and from Mexico or to advise the DGAC that no trips were made.
  - These reports will be submitted via email.
  - For a copy of the forms, please request. We will provide the necessary template for submitting these reports, if needed.

NOTE:

- Once a blanket permit has been obtained, it must be kept up to date.
- "The handler" must be notified immediately if/when the permit is no longer required in order to cancel the permit in a timely manner and avoid any fines, late fees, and/or surcharges.
- In order to cancel a permit that is outdated, it must be brought up to date and all fees must be paid at DGAC or the permit will not be cancelled.
- If you do not wish to continue using "the handler" as your service provider, they must be notified as well.
- Keep in mind that there is a 7 year waiting period from the time a permit is cancelled before obtaining a new permit.
- Preformatted letters below
  - Copy and paste onto your letterhead only with the required information.
  - Do **not** include translated sections.

**(\*\*\*FOR TRANSLATION PURPOSES ONLY\*\*\*  
\*\*\*ADD COMPANY LETTERHEAD\*\*\*)**

**SAMPLE 1: NOTARIZED LETTER / APOSTILLE**

**\*\*Must be executed before a Public Notary\*\***

(DATE)

**LETTER OF AUTHORIZATION  
MINISTRY OF COMMUNICATIONS AND TRANSPORT  
GENERAL DIRECTION OF CIVIL AVIATION**

We hereby designate, constitute, and appoint both jointly or separately, Mr. **MANUEL ALFREDO ROMERO-VARGAS CASTRILLÓN, ALEJANDRO NEDA LANDAZURI, MARIA AURELIA FLORES VALDEZ** and **EDITH REAL ORTIZ**, the true and lawful attorneys-in-fact for the purpose of representing **insert company name** before the Mexican Civil Aviation Authority (Dirección General de Aeronáutica Civil), to the extent such representation may be necessary, in order to secure on behalf of said company the necessary permits and/or authorizations to perform Private, Private Demo, Commercial, Scheduled or Non-Scheduled, Experimental flights to and from Mexico for the aircraft on our fleet, to be appointed.

Such representation is to include but not be limited to the execution of all necessary actions and filling appropriate documentation required to obtain on behalf of **insert company name** the abovementioned permit.

Fill out the

Signature:  
Name:  
Position:  
Company Name:

SPANISH page

Witness:  
Name:

ONLY

Witness:  
Name:

and place on your  
company letterhead

**(INSERT COMPANY HEAD LETTER HERE)**

(DATE)

**CARTA PODER  
SECRETARIA DE COMUNICACIONES Y TRANSPORTES  
DIRECCION GENERAL DE AERONAUTICA CIVIL**

Por medio de la presente, se otorga poder amplio y cumplido a los señores **MANUEL ALFREDO ROMERO-VARGAS CASTRILLÓN, MARIA AURELIA FLORES VALDEZ, ALEJANDRO NEDA LANDÁZURI y EDITH REAL ORTIZ**, para que conjunta o separadamente actúen y representen a ***insert company name*** ante la Dirección General de Aeronáutica Civil, a fin de que en nombre y representación de dicha empresa solicite y obtenga los permisos y autorizaciones que sean necesarios, para efectuar vuelos Privados No Comerciales, Vuelos Privados de Demostración, Vuelos Experimentales No Comerciales y/o Comerciales con/sin itinerario o Taxi Aéreo hacia y fuera de la República Mexicana para cualquiera de las aeronaves de nuestra flotilla.

Dicha representación no se limita para llevar a cabo los trámites necesarios, como la presentación de la documentación que corresponda para la obtención de dichos permisos y autorizaciones a nombre de ***insert company name***.

FIRMA:

NOMBRE:

CARGO:

NOMBRE DE LA EMPRESA:

Testigo:

Nombre:

Testigo:

Nombre:

**(\*\*\*FOR TRANSLATION PURPOSES ONLY\*\*\*  
\*\*\*ADD COMPANY LETTERHEAD\*\*\*)**

**SAMPLE 2: ELT LETTER**

(DATE)

By means of this, we inform you that to comply with the requirements of the Official Mexican Standard NOM-008-SCT3-2002, the authorized aircraft in our Operating Specifications and according to our request for permission for an indefinite period are the following:

Type of aircraft	Registration	Serial Number	ELT Model

Aircraft listed have the Emergency Radio-Transmission Team (ELT) installed onboard, which is verified every time maintenance is performed to each of these aircraft.

I thank you in advance for your attention.

Sincerely,

NAME:  
TITLE:

Fill out the

SPANISH page

ONLY

and place on your  
company letterhead

**(INSERT COMPANY HEAD LETTER HERE)**

(DATE)

DIRECCIÓN GENERAL DE AERONAUTICA CIVIL  
DIRECCIÓN GENERAL ADJUNTA DE AVIACIÓN

AT´N: Ing. Guillermo A. Magaña Hernández  
Dirección General  
Boulevard Adolfo López Mateos 1990,  
Col. Los Alpes Tlacopac,  
Delegación Alvaro Obregón  
C.P. 01010  
México,D.F.

Por medio del presente, les informamos que para dar cumplimiento a los requisitos de la Norma Oficial Mexicana NOM-008-SCT3-2002, las aeronaves autorizadas en nuestras Especificaciones de Operación y de acuerdo a nuestra solicitud para permiso por tiempo indefinido son las siguientes:

<b>Tipo de aeronave</b>	<b>Matrícula</b>	<b>Número serial</b>	<b>Modelo ELT</b>

Todas ellas cuentan con el Equipo Radio-Transmisor de Emergencia (ELT) instalado a bordo, mismo que es verificado en cada mantenimiento que se realiza a cada una de estas aeronaves.

Sin más por el momento, agradezco de antemano su atención.

Atentamente,

*[Must be signed by Director of Operations or Director of Maintenance or designated person stated in section A006 of Operations Specifications Manual]*