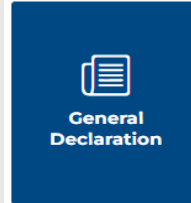


Authority	Unidad Administrativa Especial Migración Colombia (Colombia Migration)
Effective Date of Registration Requirements	ago-25
Country	COLOMBIA
Intended for:	Non-scheduled International, Private, Charter, Air Ambulances and Cargo Flights

You should know your SIRE number (Sistema de Información para el Reporte de Extranjeros/Foreign Report Information System). If you don't have your SIRE number, please contact us to begin your registration process.



Link to Submission Form:

<https://apps.migracioncolombia.gov.co/sgdorfeo/formularioVebM/formularioinicial.php>

Complete the online form with all the required information

Reporting timelines

Arrival flight to colombia	At the time the flight closes its doors at the port of origin.
Departure flight from colombia	From 12 hours and up to 2 hours prior scheduled departure

Important
 Should there be any changes or corrections to the **GENERAL DECLARATION** or the **API report**, resubmit the form by selecting the **"Correction"** option and providing the reason for the change.

The non-transmission of information required by immigration authorities, or the failure to meet its technical specifications, will be considered a breach of regulations and will consequently be grounds for opening administrative actions against the obligated entities

Sections to be completed

Tipo de Solicitud (Type of request)	"NON-SCHEDULED FLIGHTS GENERAL DECLARATION" by default
Esta solicitud corresponde a: (This request is:)	"Primer Reporte" or "Corrección GENDEC"
Código SIRE (SIRE code)	Appears the SIRE code assigned by Migración Colombia. [0-9]{1,4} It is very important to use the SIRE code of the applicant or the agent of the applicant who has been contracted to report information to Migración Colombia. This is who will be contacted to clarify information and to answer for delivery times and errors reported.
Empresa RESPONSABLE DEL REPORTE (RESPONSIBLE COMPANY WHO REPORTS)	(Is automatically generated)
Empresa dueña de la operación (OPERATION OWNER ENTERPRISE)	Air Operators who contract the service of creation and transmission of General Declarations (Company that contracts ground handling services) it can be: A private pilot, an aircraft owner, Flight management company or intermediary/broker; In-house operators (with a dispatch center). If that service has not been contracted, repeat the same company name that the SIRE code has.
Email	Select from the dropdown menu. This is the email address where the document with the electronic seal will be sent. It must be previously registered.
Fecha [programada de arribo o salida] del vuelo (Flight scheduled Date)	Scheduled flight departure or arrival date at the airport located in Colombia. Format dd/mm/yyyy
Hora [programada de arribo o salida] del vuelo (Flight scheduled Time)	Scheduled departure/arrival flight time to/from colombian airport in military format (24:00)
Número de vuelo (Flight number)	Enter the flight number if it is a cargo flight, or the aircraft tail number if it is a private flight. DO NOT USE "N/A"
Número de cola (Tail number)	Tail number. Don't use (/), use (-).
Cantidad de personas incluidas en GENDEC (digite número) (Crew/ Passengers NUMBER)	Enter the number of crew members and the number of passengers (separate fields).
Modalidad de vuelo (Flight type)	"Emigra" (departure from COL) /"Inmigra" (arrival to COL)
Aeropuerto Origen (Airport of departure)	IATA code Airport
Aeropuerto Destino (Airport of arrival)	IATA code Airport
Ubicación de la aeronave (Aircraft location)	Departure/Arrival Hangar Location in Colombia (Address/Description)
Nombre Contacto (Contact name)	First Name+Last name
Número celular 24/7 (Cell phone 24/7)	Colombian cell phone number for inquiries regarding the filed report
Tipo operación vuelo (type of operation)	Type of Operation: Air Ambulance, Cargo, Cargo Charter, Passenger Charter, Ferry Flight (Crew only)

Files to be attached must be in editable PDF format (for GENDEC) and Excel format (for API). Please use the template provided on the filing platform
Please note: The email addresses noreply_colombia@sita.aero and reporte.general@migracioncolombia.gov.co are unmonitored mailboxes used only for auto-replying to confirm the submission of API reports. Do not send any emails or replies to them.

If you have any corrections or changes to the information contained in the document, you should register again (for one time only) another report and select de option "Corrección" into web-form.

Please adapt your GENDEC format to include the following basic information for immigration authorities: Full Names, Passport No., Nationality, and Date of Birth. Attach the file in editable PDF format

Characteristics of Electronic Stamp



QR code

Report serial number

Date and time of stamping*

* reference data to verify compliance with the norm of report times

Contact details of the authority

cecam@migracioncolombia.gov.co

Phone +57 300 913 39 92 Ext 5191 – 5223

Celular Phone CECAM 24/7 57 316 8311673