

FACT SHEET v6/ 2021 Jul



El futuro es de todos

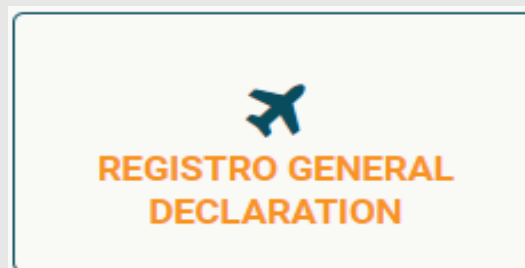
Cancillería de Colombia



Authority	Unidad Administrativa Especial Migración Colombia (Colombia Migration)
Effective Date of Registration Requirments	June 25 2018
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.

With your valid SIRE number, register your General Declaration at the following website:
<https://apps.migracioncolombia.gov.co/sgdorfeo/formularioWebM/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

Please complete a new online form if updates or corrections have been made to the general declaration. Please click on "Correction" option and specify the updated or corrected information. The non-transmission of the GENERAL DECLARATION required by the colombian authorities and/or the non-compliance of technical specifications may result in administrative actions and sanctions to the airlines.

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" by default

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, it can be: A private pilot, an aircraft owner, an administrator enterprise or intermediary. If that service has not been contracted, repeat the same company name that the SIRE code has.

Email

E-mail that receives the General Declaration with electronic stamp

Fecha [programada de arribo o salida] del vuelo (Flight scheduled Date)

Scheduled departure/arrival flight date to/from colombian airport in 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)

Flight number or tail number

Número de cola (Tail number)

Tail number/ Flight number (do not use (-), only (/))

Cantidad de personas incluidas en GENDEC (digite número) (Crew/ Passengers NUMBER)

Report only with number the crew/passengers

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)	Hangar location address in the colombian airport (arrival / departure)
Nombre Contacto (Contact name)	First Name+Last name
Número celular 24/7 (Cell phone 24/7)	Cell phone number in Colombia
Tipo operación vuelo (type of operation)	"Ambulancia"; "Carga"; "Charter carga"; Charter pasajeros"; "Retorno traslado (solo Crew)"

Attach the files in **editable PDF** format (for GENDEC) and Excel format (for API)
The system automatically generates the answer by e-mail with a registered document (stamp). Please do not send e-mail to this sender.

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.

**Be sure to send correctly to Migración Colombia: Crew/Passengers Full names, passport numbers, nationalities and birth dates.
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) 5111150 Ext 5191 – 5223
Celular Phone 57 316 8311673