BBP APIS Manifest, a print screen example….
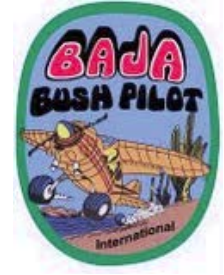
When you have completed your manifest, it submits to the countries that were selected

Once you have completed this manifest, you will receive two email, one from the US confirming they have received your manifest and the second from the BBP with the authorization from Mexico that your manifest has been transmitted. With these two email, you are set to go.

Step 1, Set up your flight.
Note that you have a library that you can draw from as well as
you can reverse your manifest.

Create New Manifest

From

- ● United States
- ○ Mexico
- ○ Other Country

To

- ○ United States
- ● Mexico
- ○ Other Country

☑ I have read and agree to the end user terms and conditions as defined by the BBP, U.S. Department of Homeland Security and the Country of Mexico (click here to view.)

[next >>>]

Create New Manifest From Library

[12 Dec 2014 KPHX MMSF ▼]

[next >>>]   [reverse flight, next >>>]

Continue With Manifest in Progress

[--- select one ---   ▼]

[next >>>]   [new, reverse flight, next >>>]

Delete Persons From Your Library

[next >>>]

Delete Itineraries From Your Library

[next >>>]

Step 2, select your aircraft from your library

N Number	N811PJ
Manufacturer	Aero Commander
Model	AC50
Color	White - Red - Gold

The color scheme of the aircraft, listed by the base color(s) followed by the trim color(s). Each color is separated by a dash (-).

CBP Decal Number	3570095

Required for U.S. manifests if you have a CBP decal. Leave blank if there is no decal.

save >>>

Step 3, indicate Pilot/Owner of Aircraft

Operator (Pilot)

First Name	John
Middle Name	Milton
Last Name	McCormick
Address	149 W Boston Street
Address cont'd	
City	Chandler
State (if U.S.)	Arizona
Postal/Zip Code	85225
Country	United States
Phone	480 730 3250

Phone must be accurate in case customs and immigration authorities need to contact you.

Fax	

optional

Email	jack@bajabushpilots.com

Double check the email address. It must be correct in order for you to receive clearence from U.S. Customs and Border Protection

Registered Owner ☐ Check if same as operator (pilot)

Company	Baja Bush Pilots LLC

Leave blank if the owner is a not a company.

OR

First Name	John

Fill in name if owner is a private individual

Middle Name	Milton
Last Name	McCormick
Address	149 W Boston Street
Address cont'd	
City	Chandler
State (if U.S.)	Arizona

Step 4, Insert emergency contact person

Clear Form

24 Hour Contact

First Name	Karaen
Middle Name	Lavana
Last Name	McCormick
Phone	000 000 0000
Email	x@x.com

<<< back   save and exit   next >>>

Step 5, Insert crew and passengers from your database

Current Manifest

Name	DOB	Type	
McCormick, John Milton	01 Jan 1900	pilot	
Cardoza, Claudia	01 Jan 1900	pax	edit delete

Add a person from your library to the manifest

--- select one --- ▼

◯ crew   ◯ passenger

add selected person

Add new person not in your library

◯ crew   ◯ passenger

add new person

<<< back   save and exit   next >>>

Step 6, Insert Itinerary
When you put in the ICAO code, the IAT, City, and State populate

Departure

Country	USA			
International Airport	KPHX *ICAO code*	PHX *IATA code*	Phoenix *city*	Arizona ▼ *state*
Departure Location	5AZ3		Description of departure location in relation to the closest international airport	
Date	23 Jan 2015 *dd mmm yyyy*		example: 21 Jan 2015	
Time	10:00		24 hour local time. Example: 14:30	

Arrival

Country	MEX			
International Airport	MMLT *ICAO code*	LTO *IATA code*	Loreto *city*	
Date	23 Jan 2015 *dd mmm yyyy*		example: 21 Jan 2015	
Time	13:00		24 hour local time. Example: 14:30	

Itinerary for This Trip for 24 Hours Following U.S. Departure

U.S. Border Crossing	11:00 West of KOLS	Estimated local time and location of border crossing e.g. 15:00 local, 32 miles SE of Yuma, AZ
Next 5 Airports		List ICAO codes in order, starting with the airport immediately following U.S. departure airport

[<<< back] [save and exit] [next >>>]

Step 7, your last step after you review the summary, submit your manifest

Caution: When you click the submit button, you are making a live submission to the selected countries. If you are just testing, please click "save and exit" button instead.

[save and exit] [submit this itinerary]