

Bureau of Customs and Border Protection

Customs, Immigration and Biosecurity General Entry Requirements for Non-Scheduled Aircrafts / Vessels and Travelers

1. Overview (Entry of Aircraft / Vessel):

- 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 / port; and
 - ii. depart from a designated CIB place/ airport / port.
- 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.
- Approval for arrival/departure outside of airports / Malakal Harbor / Port is granted by the Chief, Division of Immigration, and approval by the Director, BCBP.
- All information necessary for formal entry of your vessel must be transmitted to the BCBP before being authorized to enter the Republic. The owner/operator/master or agent is required to seek permission from CIB to enter the Republic of Palau.
- In the event the owner, operator or master of the vessel is unable to clear the vessel, they may execute the clearance of such vessel through an agent. In accordance with the CIB requirements, an “Agent” refers to the designated representative of a vessel or aircraft, who has agreed to be responsible for the payment of all fees and charges incurred by such vessel or aircraft, and who is authorized to accept service of process for the vessel or aircraft, or for the Captain, owner or operator thereof. An Agent must be domiciled in 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 immigration inspection, customs inspection, agricultural inspection and quarantines, public health inspection and quarantines, 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) or to the Bureau of Customs and Border Protection (BCBP).

2. Application Process (Entry of Aircraft / Vessel):

- Immigration will only approve Entry Permits for all aircrafts and vessels 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 Bureau of Maritime Transportation (BMT) confirms clearance.

3. Advance Notice (Aircraft / Vessel):

- The master of a vessel is required by law to give notice of impending arrival at least 48 hours before the proposed flight for consideration by CIB. 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.
- 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.

4. Embarkation and Disembarkation (Entry of Aircraft / Vessel):

- 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 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 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 that effective June 01, 2023, the launch of the digital/online entry form for travelers- making travel much more convenient. Palau Entry Form submissions must be within 72 hours or less prior to your arrival time in the Republic of Palau. Your responses must be in English. Only ONE form is required per family or single traveler.

- **Form submissions must be within 72 hours or less prior to your arrival time in the Republic of Palau. 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 palauhealth.org

7. Charges and Fees (Entry & Clearance of Aircraft / Vessel)

- 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:
 - 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, visa and completed arrival card.
- Visas are issued upon arrival.
- The Master of the vessel will be required to complete a Small Craft Arrival Report.
- You must declare all personal food, plant and animal items on your Incoming Arrival Form. 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. Treatable goods will be treated and returned to you. 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 substantial on-the-spot fine could be imposed or you could be prosecuted.

10. 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@palaugov.org. You can also contact Customs at customs@palaugov.org and Biosecurity at bioscurity@palaugov.org. Emails received outside of business hours will be responded to the next business day.
- In order to obtain an Entry Vessel application form you can request and email immigration@palaugov.org. or download it from our website at <http://www.palaucustoms.org/> or visit <https://www.palaugov.pw/executive-branch/ministries/finance/bureau-of-customs-and-border-protection>