



CHECK-OUT PROCESS TO LEAVE THE COUNTRY FROM NUEVO VALLARTA

1.- Two days prior the departure go to the Port Captain Office in Nuevo Vallarta to set up the Check out process (ZARPE) and give the following information:

- 1- Boat name
- 2- Captain's Name
- 3- All the crew names
- 4- Where are you going (city and country)
- 5- Departure date and time (exact hour you are leaving)

2.- Provide passport copies of the whole crew, Port Captain needs to e-mail passports to Immigration to validate all the information.

3.- The day of the departure, half hour before call Port Captain on Channel 16 to get the slip assignment in Marina Nuevo Vallarta, in front of the Port Captain's Office.

Important: The process takes 10-15 minutes; Marina Nuevo Vallarta authorized to dock the boat for free just one hour and a half, after that time they will charge one day.

4.- Fill out the form for the Zarpe and pay the fees there:

Boats from 3 to 20 tons cost \$ 288.00 pesos.
Boats from 21 to 100 tons cost \$ 434.00 pesos.
Boats from 101 tons to 500 tons cost \$ 850.00 pesos.

Note: Paying with credit card is more convenient, if not you have to go to the Bank and it takes much longer. **Saturday, Sunday, after working hours or holidays, price is double.**

5.- The time of the departure when you are docked on the slip assigned, Officials from Port Captain, Customs and Immigration will come to your boat for an inspection, provide to Immigration's Agent the **original Visa** form that you received when you came into the country.

Important: Capitanía de Puerto Nuevo Vallarta working hours for this purpose is:
9am to 1pm Mon-Fri. Phone: (322) 29 70214. Email: nuevovallarta.ventanilla@semar.gob.mx

***For our clients in Paradise Village Marina the whole process will be handled in the Office by Ana Guzman, just provide the information (listed in number 1) two days before. Contact: aguzman@paradisevillagegroup.com Phone: (322) 22 66773.**