Frequently Asked Questions (FAQs)

1. **What data elements are required for APIS?**

   They are available on MHA website viz. ***mha.nic.in*** at "APIS Guidelines to the Carriers" and also at ***www.immigrationindia.nic.in***

2. **Whether the mandatory fields are identified?**

   Yes. All the data elements in the MRZ zone are mandatory during the stabilization period, which is till June, 2008. Thereafter, all the data elements specified in the Gazette Notification dated 24-01-2008 will be mandatory.

3. **Whether APIS data has to be sent to each of the destination airports in India?**

   No. APIS data has to be sent to APIS Server Room, Bureau of Immigration, IGIA, Delhi.

4. **Who will acknowledge APIS data file?**

   Immigration Authorities at APIS Server Room, Bureau of Immigration, IGIA, Delhi, will acknowledge the APIS data file submitted as per the format specified in the Gazette Notification.

5. **From which port of embarkation outside India the airlines have to send the APIS data?**

   The airlines have to send APIS data from the last airport of embarkation outside India.

6. **Should the file include records of Transit passengers?**

   Yes. The file has to contain data for Transit passengers also.

7. **What information has to be provided for passport number in case of passport-free travel to India?**

   Passport is not mandatory for passengers who are nationals of countries viz. Nepal, Bhutan. In such cases, Document type will be 'O' (Others) and a specific value for document number '0' (zero) for all such cases may be given.

8. **What action will be taken in case few records out of the total APIS data file are incorrect?**

   APIS will process all records, which are found correct after validation check and reject the records containing errors. Correctness and completeness have to be checked by the airlines before sending the file to the destination airport.

9. **Will the system allow "null" value in mandatory fields?**

The system will not accept any records where mandatory fields are null. However, the system will process other complete records in the file.

10. **What are the standards for nationality code?**

Indian Immigration is maintaining 3- character nationality code.

11. **What are the modes of transmission of APIS data?**

There are three modes of transmission of APIS data. They are:

i. In US/UN EDIFACT Type-B message as per the specified file format at Type-B address at APIS Server Room, Bureau of Immigration, Indira Gandhi International Airport (IGIA), Delhi.
ii. Appoint a service provider to convert APIS data from US/UN EDIFACT Type-B message into the specified flat file format. The detailed flat file format in which the information is to be provided is given in "APIS guidelines to the carriers". The service provider will have to establish an appropriate link with the APIS Server Room, Bureau of Immigration, IGIA, Delhi to provide APIS data in flat file.
iii. The carrier(s) that desires to send the data directly to the APIS Server Room, Bureau of Immigration, IGIA, Delhi will be assigned one physical Ethernet port for connecting their local system to transmit the APIS data as per the specified format to APIS Server Room, Bureau of Immigration, IGIA Delhi.

12. **Should the flight date/time be given in UTC or IST or Local Time of port of embarkation/disembarkation?**

Date/Time should be in local time of port of embarkation/ disembarkation.

13. **Whether the number of Crew in flight includes both the Cabin Crew and Cockpit Crew?**

Yes. It includes both.

14. **How does the Immigration Authority require APIS manifest to be sent for the crew and passengers?**

There should be separate files for Crew and Passengers.

15. **If a separate file is required for Crew, is there a need to differentiate between the Cockpit and Cabin Crew?**

Yes, there is a need to differentiate between the Cockpit and Cabin Crew.

16.   If so, is there a need to send two different transmissions?

No, single transmission for crew to be sent.

17.   Whether any APIS transmission is required for the Crew who do not disembark at an Indian Port (i.e. Crew returning on the same flight without getting out of the aircraft/airport)?

Yes. APIS transmission would be required at the first port of landing in India even if the Crew is not disembarking in India.

18.   Whether supernumerary Crew and ground engineers on General Declaration escorting flights should be included in the APIS file?

Every person on board should be included in the APIS file.

19.   How to differentiate between "Crew members" and "Non-Crew members"?

"Crew members" include pilots, co-pilots, flight engineers, airline management personnel, cabin crew and any relief or deadheading personnel in any of these categories. "Non-crew members" include aircraft operator employees, family members and persons transported for the safety of the flight (e.g. animal handlers) who are not categorized as one of the "Crew members" group.

20.   How should the coding of Crew be done in the APIS files?

CR1 = Cockpit crew and individuals inside Cockpit.
CR2 = Cabin crew (e.g. flight attendants).
CR3= Airline operations management with Cockpit access (E.g. instructors, safety personnel).
CR4 = Cargo non-Cockpit Crew and /or Non-Crew individuals.
CR5 = Pilots on board but not on duty (e.g. deadhead).

21.   How should the APIS files be sent and updated in case some passenger(s) offer not to travel or new passengers get added for any reason after transmission of APIS files?

The airline will have to retransmit the complete modified APIS files.

22.   Is there any exemption for VIP/Charter flights in transmitting APIS files?

There is no exemption from providing APIS files with regard to VIP / Charter flights.

23.   How to mention a passenger's Name in APIS file?

Passenger's name has to be mentioned exactly as it appears in the passport.

24. **How to mention information of PAX traveling on travel documents other than passport like Emergency Certificate, Lassies Passers etc.?**

The information about the type of document should be mentioned as 'O' (Others) and document number as given in the document should be provided in place of passport number.

25. **How to mention the passport details of a passenger holding dual passports?**

The information of the passport on which the Pax embarked from previous destination & which would be used for disembarking in India is required to be mentioned.

26. **How should the coding of flight number be done in the APIS files?**

The field length of flight number is minimum of three digits and maximum of four digits. The three digits flight number should not be prefixed with zero to make it four digits.

For example:
Flight number of AI-**842** should be 842 and not as 0842.
Flight number of AI-**009** should be 009 and not as 9, 09 or 0009.
Flight number of AI-**010** should be 010 and not as 10 or 0010.

27. **How to connect and Upload APIS data files?**

1. Airline/Service Provider should:
a) Establish local physical connectivity between their respective local client machine and the APIS Server Room, Bureau of Immigration, IGIA Delhi.

b) Contact FRRO, Bureau of Immigration, IGIA Delhi to get **Login ID, IP address and a batch file** for uploading the APIS data files.

c) Configure the given IP address and copy the batch file in their local client machine.

d) Invoke batch file from their local client machine, login into the application and upload the APIS data files.

e) After uploading APIS data file, an acknowledgement will be generated for each uploaded APIS data file which can be printed or saved.

2. It may please be noted that no APIS data would be received through CD/email/Internet.