# **User Guide for Honduras Immigration Forms**

Location of forms: https://prechequeo.inm.gob.hn/Login

### **Getting Started**

For arrivals, 3 forms need to be completed. Only the Precheck needs to be printed.

- 1. Precheck (Prechequeo)
- 2. Customs Declaration (Formulario de declaración jurada de aduana)
- 3. Health Form (Ficha de Vigilancia Epidemiológica de la Salud

For departures from Honduras, you are asked to fill out the Precheck form online, but it is not mandatory. It does not need to be printed.

### 1. Sample copy of the precheck



To complete the pre-check form, you will need:

- 1. Your passport (number and expiry date)
- 2. Flight details (airline, flight # and date)
- 3. Address of where you will be staying

To complete the Health Form, you will also need a photo of the following to upload and attach. The file format must be a JPG or PNG. PDF will not work.

- 4. Your covid test results
- 5. Passport photo page

This site works best with Chrome, Microsoft Edge or Mozilla Firefox. Mac users have reported issues with the site not working and also those with a Hotmail email.

Internet Explorer and Safari on Android mobile devices have issues. If you have an issue with any other device or browser, try using Google Chrome on a PC and failing that, try another device.

If using a PC, select English on the home page.

If you don't see this option, use Google Chrome and right click anywhere on the screen and select "Translate to English". If neither of these options work, use Google Translate <a href="https://translate.google.ca/?hl=en&tab=TT">https://translate.google.ca/?hl=en&tab=TT</a>

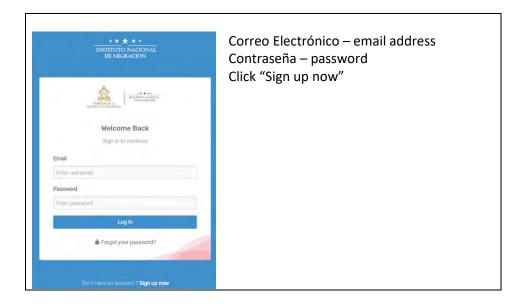
Screenshots included here use the English option which, by default, gives you the translation (except for the dropdowns).

Tip: Don't change language midway through the form; it will erase everything you have entered.



- You can register for a new account at any time.
  - o If you have registered with the Immigration ALAM system for a Tourist Visa extension or Residency renewal, this is a different account. You need to register again.
- You can only fill out the pre-check form within 48 hours of leaving
  - O Date of your flight must be same day you fill out the form, the next day or the day after. E.g., If flying Sat, Dec 19, you must fill out the form on Dec 17,18 or 19.
  - o Date of Departure from country of Origin enter a date beyond tomorrow's date
- A form must be completed each time you enter Honduras. Completing it when you leave is optional.
- Forms for each family member can be created within the same account, however enter them one after the other. If you do some now and the rest later, it can overwrite the earlier one(s).
- *Tip*: For dropdown lists, type the first few letters of the word you want to select and a list of matching words will be displayed.

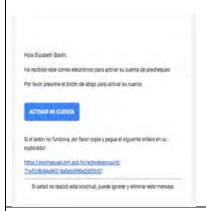
## 1. If required, register for a new account





Correo Electrónico – Email Nombre Completo – Full name Contraseña – Password Confirmar Contraseña – Confirm Password Código de Verificación: Verification code

Click the blue "Register" box. Check your inbox for an email.



### ← Sample email

Click on the blue box 'activar mi cuenta'. If that doesn't work, use the web site link.



Click on the light green box 'Regresar'.



Sign in with the email and password that you registered with. Click on Log in.

### 2. Create the Pre-check Form

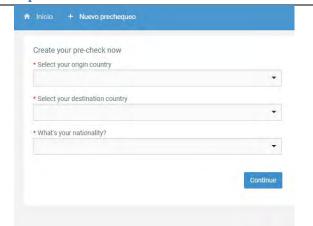
a) On a PC, select the "+" click on the red box "Nuevo Precheque" or "New Pre-check" to complete the precheck.



b) On a phone, select "Nuevo prechequeo"



### **Trip Information**



**Tip:** When selecting a value from a dropdown list, type in the first few letters and a shortlist of matches will appear.

#### Select your country of origin

This is the country your trip originates in: :

- For USA, type "Estad" and Select "Estados Unidos de Norte América"
- b. For Canada, select "Canada"
- c. For UK, Select "Reino Unido"

If you are leaving Honduras, select "Honduras" otherwise you will go down the entry questions again.

#### **Select your Destination**

If you are coming to Honduras, select "Honduras"

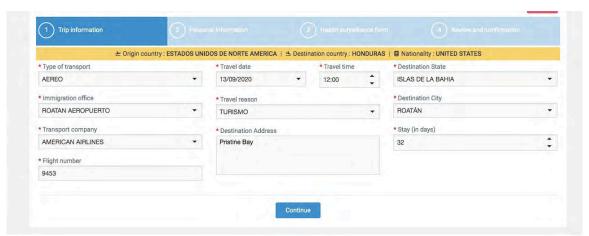
If you are leaving Honduras, select your final destination:

- For USA, type "Estad" and Select "Estados Unidos de Norte América"
- b. For Canada, select "Canada"
- c. For UK, Select "Reino Unido"

#### What's your nationality?

- a. For US, Select "United States"
- b. For Canada, select "Canada"
- c. For UK, Select "Reino Unido"

Click "Continue"



Medio de transporte / Type of transport Delegación/Immigration Office

- Roatan = Roatan Aeropuerto (or Roatan Airport)
- San Pedro Sula = La Mesa (or Table)
- Tegucigalpa = Toncontin
- Goloson = La Ceiba

Empresa de transporte / Transport Company Numero de vuelo / Flight number Fecha de viaje / Travel date

- Select from calendar (only next 48 hrs)
- Hora de viaje / Travel time (departure time)

Motivo de viaje/Travel reason

#### Tourism – turismo

Dirección prevista / Destination Address This has to be min. of 15 characters so add "Roatan" or "Bay Islands" if needed Departamento que visita/Destination State

This will be your final destination state and city e.g. If travelling via San Pedro to Roatan, put Islas de la Bahia and Roatan

Bay Islands - Islas de la Bahía

Municipio que visita – Destination City

Tiempo de estadía (días) / Stay (in days)

• 120 days is the maximum. Enter that even if you are staying more or are a resident.

#### **Personal Information**



List of travel documents you have registered. Select the one you will use on this trip, fill in all the fields that are requested below.

If you completed any pre-check(s) previously, select your passport information from the dropdown in the top left below the yellow line.

- Document Type Pasaporte
- Issuing Country USA = Estados Unidos de Norte América
- Document number Enter Passport number
- Expiration date Enter passport expiration date; format is dd-mm-yyyy or pick from the calendar.
- Date of birth –Enter in the format dd-mm-yyyy.
- Country of birth USA = Estados Unidos de Norte América
- Country of Residence USA = Estados Unidos de Norte América
- Profession or Occupation: Retired retirado
  - O If needed, use Google translate to find your occupation https://translate.google.ca/?hl=en&tab=TT#view=home&op=translate&sl=auto&tl=es
- Personal Phone Number: Numeric only

Save the form. You should receive an email with a PDF of the completed pre-check form within the next few minutes and this form should be printed.

After submission, you will be presented with this screen.

If entering Honduras, you must complete the Customs Form by clicking on the red icon "Formulario de declaración jurada de aduana"

Only one is required for each husband and wife and children under 21.

Completed

Completed

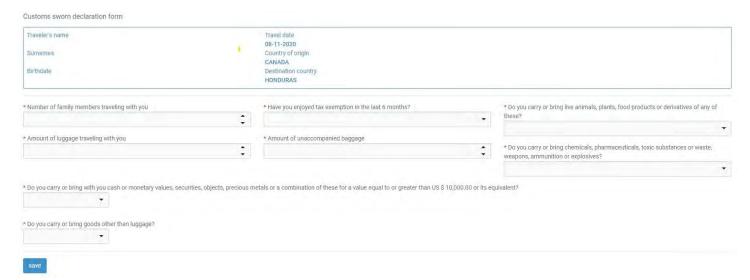
Pro-check successfully several

Create new pre-check

Create new pre-check

Every travelet who arrives or vesives the country by any authorized must present the traveler's regional allidant. In the case of a family group, under standing as such only the busband, wife and children onder 21 years of age, a single declaration will be made. In cases where the family group includes children over 21 years of age, they must fill out their own declaration separately.

Create Regional Afficiant of the Traveler



- Number of members travelling with you *Enter number*
- Amount of luggage travelling with you Enter # of checked and carry-on bags
- Have you enjoyed a tax exemption in the last 6 months No, unless it applies
- Amount of unaccompanied baggage *If none, enter zero*.
- Did you carry or bring live animals, plants, food products or derivatives of any of these? Yes/ No
- Do you carry or bring chemicals, pharmaceuticals, toxic substances or waste, weapons, ammunition or explosives Yes/No
- Do you carry of bring with you cash or monetary values, securities, objects, precious metals or a combination of these for a value equal to or greater than \$10,000 USD or its equivalent? **Yes/No**
- Do you carry or bring goods other than luggage? Yes/No

Note: If you delete your pre-check form for any reason, it will automatically delete the associated Customs Form.

Once completed, this generates a PDF of the Customs Form which will be emailed to you. It does NOT need to be printed.

## 1. Honduras Affidavit (Epidemiological Surveillance Sheet and Affidavit of Health)

You also need to complete this form and upload a copy of your covid test results and passport photo page.

You will not receive a confirmation email or a copy of this form once it is submitted. It does NOT need to be printed and shown at check-in or at immigration.

To open the Health Form, click on the yellow "clic aquí" (click here), highlighted in red below:

Paso1: Crear su prechequeo migratorio haciendo clic en el menú Nuevo Prechequeo
Paso2: Llenar la Ficha de Vigilancia Epidemiológica de la Salud haciendo
Recuerde que es requisito llenar ambos formularios.

## 2. Completing the Health Form

You can switch the form to Spanish or English using the option at the top of the page (to the top right if on a PC, top center if on a phone). There is no issue switching midway through, you won't lose any data.

Warning: There are some issues when using English for the Health Form in that the questions with \*\*\* below do not display information correctly. Issue has been reported, but in the meantime switch from English to Spanish at the top of the page to see the missing content. Switch back to English for the next question.

You can jump to any question in the form by clicking on the 3 horizontal lines in the top right corner



Note however all questions must be answered before you can submit.

- 1. Form of Entry
  - a. Air
  - b. Land
  - c. Sea
- 2. Port of Arrival
  - a. Juan Manuel Gálvez Roatan
  - b. Ramon Villeda Morales San Pedro Sula Note: In English there is a bug and Toncontin shows twice, Switch to Spanish to see it correctly).
  - c.
  - d. Tegucigalpa Toncontin
  - e. Goloson La Ceiba
- 3. Name of the airline
  - a. If Sun Country has not been added, select Private Flight, then select any of the 3 names listed Aeros Pinot, FLY VIP or Amerijet.
- 4. Date of arrival
- 5. Time of arrival
- 6. Flight number
- 7. Seat number Enter 0 if not yet assigned
- 8. \*\*\*Reasonable to notify (pre-filled with the assigned doctor to review your form)
- 9. \*\*\*Date when survey is filled
- 10. Passport Number
- 11. Add main page of your passport upload photo page
- 12. Date COVID-19 (test) was taken
- 13. Add image of your COVID test results
- 14. First Name
- 15. Middle Name
- 16. Last Name
- 17. Second Last Name
- 18. Date of Birth
- 19. Gender
- 20. Nationality
- 21. Profession
  - a. Your profession may not be listed, if you can find something similar, select that. If not, select any value.
  - b. Retired is not an option so select any other value.
- 22. Pregnant?
- 23. Have you any signs of symptoms (of COVID-19)?

- a. If yes, select all symptoms present on next question.
- 24. \*\*\*Have you been infected with COViD-19?
  - a. If yes, enter date of diagnosis on next question.
- 25. \*\*\* Your actual condition (pre-filled answer; (Asymptomatic or Symptomatic
- 26. Country of Residency
- 27. \*\*\* Last connections (List cities you have been)
  - a. List countries you have travelled through to get to Honduras. If only US, then type USA.
- 28. Traveller Type
- 29. Expected Address in Honduras
  - a. Type of Stay
    - i. House or Residency
      - 1. Neighbourhood e.g., West Bay, West End, Sandy Bay, First Bight, Camp Bay
      - 2. Street name or Number (enter name of street or community)
      - 3. House Number (if none, put n/a)
      - 4. Other reference any other information used to identify the residence e.g., Blue and white house on the left.
    - ii. Hotel
  - b. Department
    - i. Islas de la Bahia
  - c. Municipality
    - i. Roatan
    - ii. Guanaja
    - iii. Jose Santos Guardiola
    - iv. Utila
- 30. Email
- 31. Phone Number
- 32. Expected Departure Date (not asked for Residents)
- 33. Time of Stay in the country (pre-filled with # of days from your date of arrival until date of departure)
- 34. Sworn Statement
  - a. I certify that on this date I have completed the Health Surveillance Form....
  - b. I am aware that I must comply with the instructions here, maintaining social distancing....
  - c. I am committed to comply with the measures established...
  - d. Note: If any of the citizens or foreigners entering the country present the symptoms...
- 35. Acceptance
- 36. Place of signature
- 37. Save Draft or Submit

### Saving as a Draft

Warning: If you clear your browser cache, all drafts and unsubmitted final records will be permanently deleted. This will also happen if you restart your computer.

If you wish to begin completing this form in advance of getting your covid test results (which you have to upload a copy of), you can save it as a draft when you get to the end (using the 3 horizontal lines in the top right of the page and very last option, Form ID....). The draft record is stored only within the current browser and you can close this browser without losing the stored record. Draft records can be accessed by reopening this page and clicking the right close bracket symbol on the very left and middle of the screen that looks like this ], highlighted in yellow below. After clicking on the ], and then click on the right arrow in red to reload all the values entered.



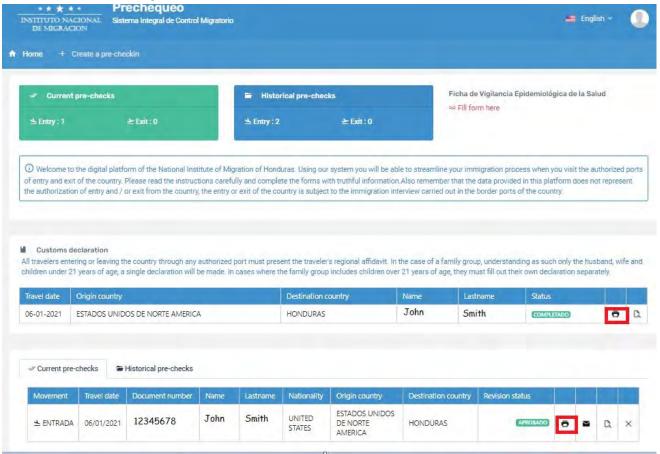


## 3. How to print, email, modify or delete your Pre-Check Form

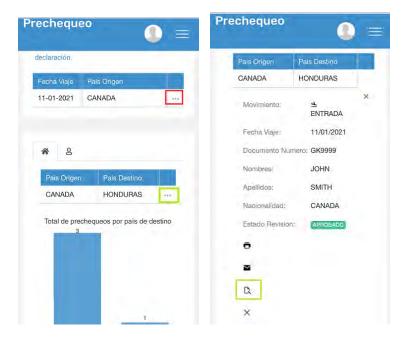
If entering Honduras, you need to print out a copy for each person; highlight your name, date of flight and pre-check number. If you are **leaving** Honduras, completing the precheck is optional and you do not need to print it.

To print the precheck, you should have received 2 emails to the email of the account you registered with. One if for the Precheck form and the other is the Customs Declaration. A precheck sample is shown on page 1 of this document. If you didn't receive the precheck email, you can print it through the method outlined below:

1. If you are on a computer, go to the home page (click on the house in the top left corner above the green box). Print the relevant form(s) using the icon with the red box show below.



- 2. If you are on a phone, you will see the image below on the left. Select the 3 dots inside the green box. Then you will see the image on the right:
  - a. To Print, select the printer icon.
  - b. To email, select the envelope icon.
  - c. To edit, select icon highlighted in green
  - d. To delete, select the X.



# 4. How to modify Your Customs Form

On your phone, from the home page, select the icon at the bottom of the screen below the red box



# **Author: Trish Symons**

## Version History

1.0 - 16 Sep 2020	Initial version
1.1 - 20 Sep 2020	Updated with Destination States for San Pedro & Tegucigalpa. Correct reversed images for Pre-check and Affidavit.
1.2 – 7 Nov 2020	Updated pre-check submission page and link to Affidavit.
1.3 – 30 Nov 20	Corrected incorrectly rotated image
1.4 – 9 Dec 20	Reflect changes to site (covid questions moved to Affidavit). Add screenshots for iPhone users.
1.5 – 15 Dec 20	Add reminder to complete pre-check and customs form on departure. Add image of what precheck header looks like.
1.6 – 24 Dec 20	Add all Health Form questions and workarounds where bugs exist.
1.7 – 18 Mar 21	Remove requirement to print Customs Form. Update graphic on home page to select Precheck and Health Form.
1.8 – 15 Apr 21	Add workaround on Health form for San Pedro airport not showing for English version
	Renamed document as Honduran Immigration Forms User Guide v1.0