

# ARRIVAL & DEPARTURE GUIDE

Detailed arrival/departure and ground experience information to help you prepare for your next mission with us.

## **RJAA/NRT**

Narita International Airport (Tokyo)

**PREPARED BY**  
UNIVERSAL AVIATION

**24/7 SUPPORT**  
+81-(0)476-34-8910



# ARRIVAL PROCEDURES



## PASSENGERS AND CREW ARRIVALS

### GENERAL AVIATION TERMINAL FOR PASSENGERS

A Universal Aviation staff member will greet you on the ramp upon arrival. A staff member will pass out Arrival Cards to all passengers before disembarking the aircraft. Most of the details on the Arrival Card will be filled in by a staff member before the aircraft arrives. Passengers will need to sign their Arrival Cards upon arrival. All Gendec documents will be prepared by Universal prior to the flight's arrival.

After passengers disembark, they will be driven to the General Aviation Terminal (GAT) for CIQ processing in a Universal vehicle. Passengers must have their passports and Arrival Cards ready to show the CIQ officials. On average, the drive time from the aircraft to the GAT is 10 minutes. Access to the GAT must be reserved by 15:00 local time, a day before (24 hours), prior to the flight's scheduled arrival time.

### GENERAL AVIATION TERMINAL FOR CREW

All Gendec documents will be prepared by Universal prior to the flight's arrival. A Universal agent will arrange a Shore-Pass (crew temporary landing permission) upon arrival. Crew members may clear CIQ in the GAT only when passengers are present. The crew will be accompanied by a Universal staff member from when they disembark the aircraft until they arrive at their ground transport vehicle.

## LUGGAGE

### HANDLED VIA A UNIVERSAL STAFF MEMBER AND PORTERS

Porters will transport luggage from the aircraft to General Aviation Terminal. Luggage is never left unattended. A staff member will assist with processing all luggage through security and customs. Upon clearing CIQ, everyone's luggage will be transported and loaded onto their ground transport vehicles.

## PARKING

### PARKING BAY

Parking spots are divided into overnight parking and fuel, where a hydrant system is available. Aircraft parking is available for a maximum of 30 days, including the arrival date. Fuel spots are only available for 2 hours after/before arrival/departure. All aircrafts may depart directly from their fuel spot. When departing from an overnight parking spot, a pushback is needed for all types of aircraft.

## DISABILITIES

Depending on the passenger's mobility, they will be assisted by a Universal staff member and escorted to the GAT for CIQ clearance. Universal can arrange a wheelchair if necessary. To avoid delays, please request a wheelchair prior to arrival.

## PETS

### DOGS AND CATS ARE ALLOWED IN JAPAN

All pets will be transferred to the animal quarantine section at GAT or Main Terminal in a separate vehicle for inspection. The passenger must submit the necessary documents for importing the pet.

# DEPARTURE PROCEDURES

## PASSENGERS AND CREW DEPARTURES

MEET AT THE GAT CURBSIDE OR MAIN TERMINAL DROP-OFF ZONE

A Universal staff member will stand curbside with porters to assist with luggage at the GAT entrance curbside or the Main Terminal's drop-off zone. Confirm your meeting spot with Universal before arriving to avoid delays. Both crew and passengers will be escorted to the CIQ area for processing. Once everyone is cleared from CIQ and the aircraft is cleared for boarding, everyone will be driven in a Universal vehicle to the aircraft for departure.

## LUGGAGE

HANDLED VIA UNIVERSAL STAFF MEMBERS AND PORTERS

A Universal porter will assist with all bags and luggage. Your luggage will always be escorted by our porters and never left unattended.

## PETS

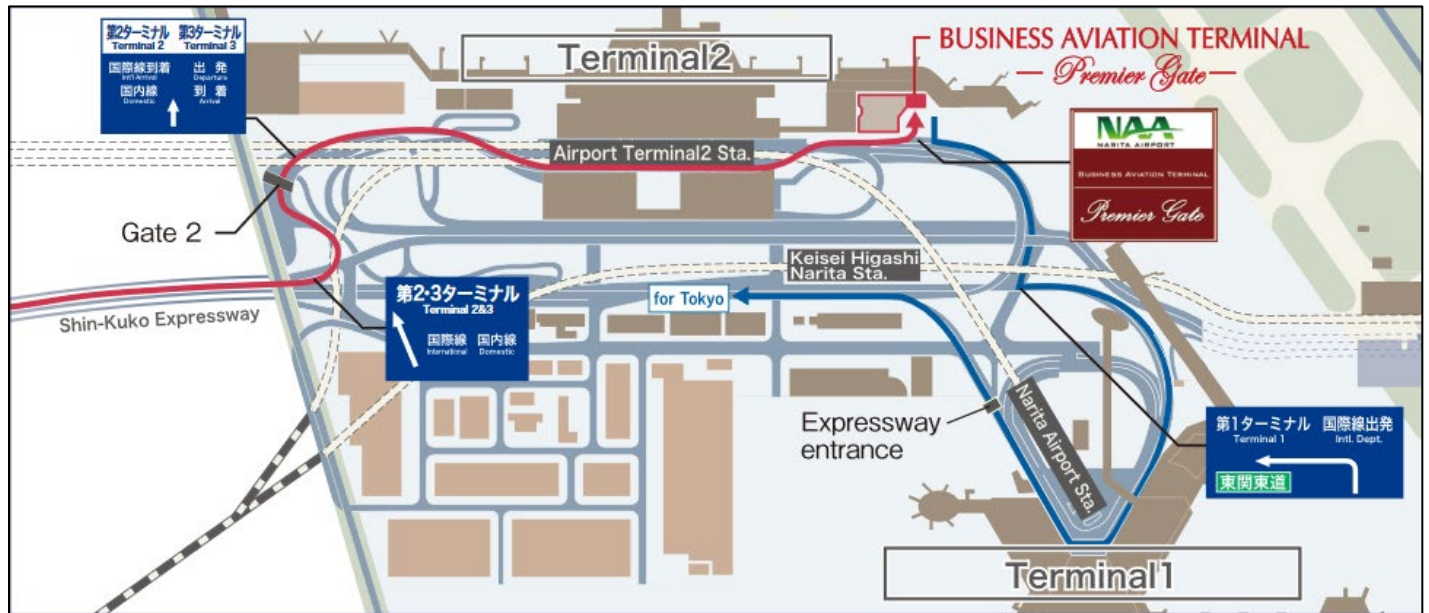
PERMITS AND INFORMATION

Before departure, all pets will be required to have an inspection for exporting at the Animal Quarantine area. Pets will be transferred from the Animal Quarantine area to the aircraft via a separate vehicle after the inspection is finished.

# PASSENGER GROUND TRANSPORTATION

**GAT ADDRESS:** 1F JAL OPERATION CENTER, 92, ASAHIDAI, FURUGOME, NARITA CITY, CHIBA

**RAMP GROUND TRANSPORTATION WILL BE ARRANGED BY UNIVERSAL.**



FBO Ground Services from  
Universal Weather and Aviation, Inc.

## DIRECTIONS TO THE GENERAL AVIATION TERMINAL/BUSINESS AVIATION TERMINAL/PREMIER GATE:

### ROUTE TO PREMIER GATE

- Take the Shin-Kuko Expressway toward Terminal 2.
- Take the Terminal 2 International Arrivals and Domestic Flights turnoff.
- Take the regular vehicle lane past the front of Terminal 2 Building and turn left after the Premier Gate sign.



## USEFUL LINKS & RESOURCES

- [JAPAN, TOKYO-NARITA \(RJAA\) INFORMATION](#)
- [TOKYO BUSINESS AVIATION DESTINATION GUIDE](#)
- [FOR OPERATIONS BASED IN ASIA-PACIFIC](#)
- [FEASIBILITY-IQ – MISSION PLANNING INTELLIGENCE](#)
- [TRIP SUPPORT](#)