



Before You Leave Home

- **Make a copy of these instructions to carry with you and refer to when you can't remember what they say.**
- Examine your passport and make certain it does not expire within 6 months of the time you plan to return to your home country. Make certain you have more than 6 blank pages. If you are lacking one of these two points renew your passport immediately. You can expedite this at your local passport providing post office if your departure date is near.
- Make at least 3 photocopies of your passport. Leave one with your emergency contact person. Place one in your check on luggage. Keep the third one in your personal carry-on item.
- No visa is needed to enter Haiti for those carrying a U.S. passport or permanent residency card. It is recommended that any single stay be no longer than 90 days without leaving the country or applying for residency. To stay longer, talk to your volunteer coordinator.
- All Haitian airports are slightly less than perfect, and it is possible your baggage will be delayed. If this happens, talk to your airline representative, get your claim information, and you can return the next day to retrieve your luggage.
- Given the possibility of delayed or lost luggage, it would be best for you to pack as many essential items in your carry-on as possible. This should include personal medications, change of clothing, valuables, computer, etc.
- Please let us know by phone and email as soon as possible if you miss your flight or have any other change to your itinerary.

Upon Arrival at the Cap Haitien Airport

- While in route to Cap Haitien you will be given immigration documents to fill out. Fill these documents out completely as they will speed up your time at immigration. For your local address write: **Beehive Global, Bohoc, Haiti. Phone: 509 31799933. Purpose of your visit: Humanitarian Aid**
- **IMPORTANT:** In accordance with international regulations, pictures of the immigration and customs areas are NOT allowed. Your camera will be subject to confiscation, and your group will be significantly delayed.
- Your first stop in the airport will be to pay the airport tax – have a \$10.00 (USD) bill ready. You will be directed to this window. Everything is easier if you don't require change.
- This is a small airport. You will be departing your aircraft on the old-fashioned roll-up steps. If you can deplane quickly, you will be at the head of the line for customs which can be a long wait. There is no baggage carousel. Bags will be sitting next to each other in an area you will see after getting your passport stamped. Feel free to wonder around the baggage area and claim your bags as soon as possible.
- Bathroom facilities in the airport are difficult. Plan accordingly and use the bathroom on your aircraft as you near landing.
- Once you arrive, it can take anywhere from 20 to 90 minutes to be processed through customs. When you go through immigration, your passport will be stamped, and the immigration official will take half of the immigration document (green form) and will give you the other half (which has your name and passport number).

IMPORTANT: You must always keep this half of the green card in your passport as you will need to surrender it when you exit Haiti.

- We will attempt to enter the customs area to assist you with clearing customs. We know what you look like and will find you. You will have pictures of who is picking you up just to avoid confusion on your part.
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RELAX – you are now in the hands of a very experienced Beehive Global Team. Welcome to Haiti!

Emergency Contact Information

- Feel free to contact – for any reason, at any time – Beehive Globals Volunteer coordinator, Jonathan Euler, at joneuler@gmail.com or Cynthia Euler at cynthiaeuler@gmail.com or 770-337-9343, 828-479-0566
- Cynthia will be watching all your progress on your day of travel to help you with any unscheduled delays, problems, or questions. Please check in with her as you depart when you are **ON your plane**. Send a quick email of text.
- When you arrive in Haiti you can send a text message or call Orpha Euler at 509-31799933 or 509 41897572 and yes this is not a typo – Haitian phone numbers have 11 digits.

Upon Arrival at the Port-au-Prince Airport

- While in route to PAP, you will be given immigration documents to fill out. Fill these documents out completely as they will speed up your time at immigration. For your local address, write **Hospital Adventiste, 63 Daiquini, Carrefour, Haiti. Phone: 509 31799933**. If asked on paper or in person as to the reason for your trip, mark “other” or state **Humanitarian Aid**.
- **IMPORTANT:** In accordance with international regulations, pictures of the immigration and customs areas are NOT allowed. Your camera will be subject to confiscation, and your group will be significantly delayed.
- Your first stop in the airport will be to pay the airport tax – have a \$10.00 (USD) bill ready. You will be directed to this window. Everything is easier if you don’t require change.
- At baggage claim there is a place to rent a baggage cart for \$2 US per cart. Use single \$1 bills (USD). This can be useful if you have a lot of luggage. If you don’t find your luggage on the conveyer belt, please walk to the right of the conveyor belt where oversized luggage, boxes, or crates are often placed together.
- Bring single \$1 bills. Know your prices and stick to them. Do not let anyone touch your luggage unless you are planning to tip.
- Once you arrive, it can take anywhere from 20 minutes to 90 minutes to be processed through customs. When you go through immigration, your passport will be stamped, and the immigration official will take half of the immigration document (green form) and will give you the other half (which has your name and passport number).

IMPORTANT: You must always keep this half of the green card in your passport as you will need to surrender it when you exit Haiti.

- After you exit the baggage area, you will emerge on a covered sidewalk that ends at a red metal fence. As you exit the building you will be mobbed with people wanting to help carry your luggage. They are the airport workers and are usually wearing a grey uniform with red caps and will try their hardest to “help” with your luggage. If you want their help, it is expected that you give them a tip. EVERY person who even touches the cart and/or luggage will request a tip. It is customary to tip USD \$2 per bag or per person that helps you. Please travel with extra \$1.00 bills. If you DO NOT want help with your bags, you must persistently tell everyone who comes up to grab your bags, “NO!” If you say “NO!” enough, they normally leave you alone.
- Follow the covered walkway to get to the parking lot. At the end of this walkway is the opening to the parking lot where you will meet up with your driver. A representative of Beehive Global, Inc. will be there looking for you.
- If the driver isn’t already waiting for you, please be prepared to wait and stay under the tented area. Please do not hesitate to call our team for updates (see the Emergency Contacts below). If you don’t have an international phone, sometimes people have borrowed the phones of other travelers who are also waiting to be picked up.

Exiting Haiti

- In general, departure is a much more organized and structured process than arrival.
- When you get out of the vehicle at the curb, there will be “helpers” who will come up and want to carry your bags. The “helpers” will try and rush you through line and put your bags through the x-ray machine, you do not need their “help”. Remember that if you accept their assistance, they will expect a tip.
- Please do NOT take any water with you. You will go through x-rays at least 3 times while exiting Haiti. Remove all metal from your body or clothing until you’re completely through.
- When you exit Haiti, you will need to surrender the **GREEN** half of the immigration document you filled out when you entered the country. Make sure you have that green card filled out.

Emergency Contact Information

- Feel free to contact – for any reason, at any time – Beehive Globals Volunteer coordinator, Jonathan Euler, at joneuler@gmail.com or Cynthia Euler at cynthiaeuler@gmail.com or 770-337-9343, 828-479-0566
- Cynthia will be watching all your progress on your day of travel to help you with any unscheduled delays, problems, or questions. Please check in with her as you depart when you are **ON your plane**. Send a quick email or text.
- When you arrive in Haiti you can send a text message or call Orpha Euler at 509-31799933 or 509 41897572 and yes this is not a typo – Haitian phone numbers have 11 digits.