

Travel Tips – Hints for on the Plane and for your Arrival/Departure

As you travel, please know where passports and ID cards are at all times. Keep in a safe place on your body. Do not carry anything loosely. Watch your belongings in airports.

If you are bringing a phone, please turn airplane mode on upon leaving the States and leave it on the whole time you are here. Keep the luggage tag that they give you in the U.S. when you check your bag in. The Guatemala airport has been checking them.

Immigration Card:

You will also have to fill out an immigration card on the plane to enter Guatemala. You will need to use the information in your passport (name, #, etc.). Put NLCH's address, 5a. Calle 15-20, Zona 4, La Arada, Villa Nueva, Guatemala. Most of you will be coming from USA. Put tourist for why you are here.

When plane lands in Country:

1. Bathroom- If anyone needs a bathroom break before 30-45 minutes of driving, do that before exiting the airport. There is one at the bottom of steps on the left before you go to passport control line. Once you are outside the airport, you cannot go back in.
2. Money Exchange- If you haven't yet exchanged your money, now is the last chance to do so at the exchange kiosk (we cannot exchange at banks for you). Before you reach the passport control, you will see the exchange kiosks.
3. Custom Forms- Once you go down your last set of stairs, just before the passport control, you will reach a desk where you prepare your customs forms for the actual passport control. If you did not get these on the plane, now is the time to pick them up and fill them out. Even if you did get them on the plane, go ahead and pick up enough empty forms for the whole team. When you fly back you use this same form going back through customs. If you want to save time in customs lines, you could have all of your teams' return customs forms completed before you start your trip home.
4. Passport Control- Follow the crowd. Have your passport out to show when you reach the passport control booth. Typically all lines accept Nationals and Internationals.
5. Claiming Luggage- After passport control, continue on to claim your bags. A good course of action for claiming bags is to assign part of the team to watch everyone's carry-on luggage away from the luggage conveyor belts. The rest of the team can then handle getting the suitcases off the luggage line and placing them on the carts.
6. Lost Bags- If a bag doesn't make it through, you must fill out all paperwork. You must get a baggage claim slip from them and give them Kendon's cell phone # 5720.1680 and the address above. **You have to keep the baggage claim slip. That is the only way you can get your luggage.**
7. Customs- Once all the luggage is claimed, the team leader should gather all the customs declaration forms and lead the team with the luggage to the nearest customs agent. Present the forms and present the letter that we will have emailed to you in the event you are bringing medicines or other donations. One of two things will happen. The customs agent will wave you on through, keeping the customs declaration forms; or he will send you through a line where other agents are opening and checking luggage before allowing you to proceed
8. Be sure that all team members are together before walking out of the airport.
9. If you run into a problem while still inside, borrow a phone and call whoever is picking you up.
 - Kendon – 5720.1680
 - Lee – 4522.2232
10. There might be people who try to “help” you with your luggage. The best policy is to smile and keep walking. Do not give them or let go of your purse, camera bag, luggage or anything else!!
11. We will see you on the other side of the double doors. Welcome to Guatemala!!!!