



Procedures of Issuance a Landing permit for Airlines Operating Scheduled Flights to and From Jordan

Scheduled Flights:- Air transportation services operated on commercial basis, presented to the public. This kind of Flights is run (passengers, cargo and mail) as a series of scheduled flights. Air carrier or its representative is committed to inform the concerned party at CARC about the Flights seasonal Schedule (Summer and Winter) at least thirty days before operation, and before (60)days in case of the first operation. This kind of scheduled flights starts from one of the Jordanian airports or ends in one of them.

- Required Documents and Information to be submitted by the Applicant:

1. Application form for landing in the Jordanian Airports ([Form 10-2001](#)) (When operating for the first time)
2. Flights Schedule through the airlines or its representative office in Jordan. The applicant shall use the system of “Four Letters” for airports authorized by International Civil Aviation Organization (ICAO).

- Sequence and Details of the Work Stages:

1. In case of first time operation, the airlines company or its representative office in Jordan shall submit a copy of its security program before (60) sixty working days as from the date of operating.
2. The applicant submits the application of landing in the Jordanian airports ([Form 10-2001](#)) duly filled, attached by the flights schedule and required documents before (30) thirty working days as from the date of operating. The application shall be sent by E-Mail airclearances@carc.gov.jo or by fax No. 00/962/6/ 4874756 or by *(AFTN) system.

AFTN: Aeronautical Fixed Telecommunication Network*



3. In case of approval, the permit shall be issued and the applicant shall be informed with the number of the permit.

4. In case the application is not approved, the applicant shall be informed and the reasons shall be mentioned

Notes:

- In case the airlines company wishes to make additional regular flights , It shall submit an application through E-Mail or by fax, or (AFTN) system before three days of the flight to get the approval for that flight.
- If there is a load of dangerous materials on board a regular flight , the operator shall inform the CARC about the nature of the materials and the specified number of those materials from the United Nations Lists (UN Number) in addition to the (Airway Bill) before five days of the flight to get the approval for that flight.

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Civil Aviation Regulatory Commission

- Needed Time to Issue a Landing Permit for Regular Flights :

- The time needed to issue a landing permit for regular flights is the following mentioned period after completing all requirements:
 - At least (60) Sixty working days as from receiving the security program in case of operating for the first time.
 - (30) Thirty working days as from receiving the flight schedule in case of demanding the approval on the seasonal schedule (Winter/Summer)
 - (3) Three working days as from receiving all documents in case of adding plane/planes to the operating air fleet.
 - (3) Three Working days if the Airlines company asked for additional flights.
 - (5) Five working days after receiving all requirements in case of demanding a permit for a flight carrying dangerous goods.