



## Hotel Registration Form

# Hotel Registration Form

Title

Mr

Mrs

Miss

Ms

The title is the legal name for you depending on your gender and marital status.

# Hotel Registration Form

## Name

First name

Middle name

Surname / last name / family name

There are different types of names,  
check you are writing the correct  
ones!

# Hotel Registration Form

## Address

House name / number

Street

Your address is where you live.

City / State

Postcode / Zip code

# Hotel Registration Form

## Number

Mobile number

Home number

Telephone number

Your number is for a phone call

# Hotel Registration Form

Email

Email

Email address

Your email is the electronic mail

# Hotel Registration Form

## Arrival

Arrival date

Arrival time

Arrival is the first day you get to the hotel

# Hotel Registration Form

## Departure

Departure date

Departure time

Departure is the last day at the hotel, the day you leave



# Hotel Registration Form

## Identification

Passport number

ID number

You may need to write a special  
identification number

# Hotel Registration Form

## Flight Details

Flight number

Flight airline

Sometimes, you will be asked for information about the aeroplane you used to arrive at the hotel

# Hotel Registration Form

## Payment

Card name

Card number

Expiry Date

Sometimes you need to copy the information from your credit/debit card onto the form

# Hotel Registration Form

Signature

Your signature is to confirm that the information on the form is correct