

Hotel Visitor and Guest Registration Form

This form is for hotel record-keeping and printing purposes. Please fill in all details clearly.

Registered Guest Information

Primary Guest Full Name:

Room Number:

Guest Contact Number:

Visitor Information

Visitor Full Name:

ID / Passport Number:

Visitor Contact Number:

Visitor Home Address:

Relationship to Guest:

Purpose of Visit:

Visit Details

Date of Visit (DD/MM/YYYY):

Time In (AM/PM):

Time Out (AM/PM):

Declarations and Signatures (Physical Copy Only)

Guest Signature (Write name to sign electronically):

Visitor Signature (Write name to sign electronically):

Authorized Hotel Staff Name:

Staff Signature / Initials:

