

Hotel Overnight Visitor Registration Form

Instructions: Please complete all sections of this form. This form must be printed, signed, and submitted to the front desk for approval before the overnight visitor is permitted.

Host Guest Information (Registered Guest)

Full Name of Registered Guest:

Room Number:

Contact Phone Number:

Overnight Visitor Information

Visitor Full Name:

Visitor ID / Passport Number:

Visitor Contact Number:

Relationship to Guest:

Stay Duration

Arrival Date (MM/DD/YYYY):

Departure Date (MM/DD/YYYY):

Signatures & Authorization

By signing below, the host guest and visitor agree to abide by all hotel rules and regulations.

Registered Guest Signature (Print & Sign):

Date:

Visitor Signature (Print & Sign):

Date:

Hotel Office Use Only

Approved By (Staff Name):

Staff Signature:

Approval Date: