

Hotel Check-In Registration Sheet

Guest Information

Full Name	
Address	
City / State / Country	
Phone Number	
Email Address	
ID Type & Number	
Nationality	
Purpose of Visit	

Reservation Details

Room Number	
Room Type	
Number of Guests	
Check-In Date	
Check-Out Date	
Rate (per night)	

Payment Method

Method	
Card/Reference No.	

Additional Notes / Requests

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Guest Signature

Receptionist Signature