



MOSCOW
PAVELETSKAYA

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VISA SUPPORT REQUEST

Dear Guest,

If you require a visa support letter, please complete this form and send us back to our e-mail paveletskaya.reservations@courtyard.com

Please note that reservation should be guaranteed with a credit card number.

Mr / Mrs _____
(Full name and surname of each guest)

Citizenship _____

Passport Number _____

Date of issue _____ Expiry Date _____

Relevant authority issuing the passport _____

Date of Birth _____

Arrival / Departure date _____

Hotel confirmation number _____

*** **Please be advised** that some Embassies require an accommodation to be fully prepaid. In this case a 100% deposit for the entire stay is required as a guarantee. For further information please contact to our Reservation department at +7 495 287 72 72; e-mail: paveletskaya.reservations@courtyard.com

*** **Please be informed** that Russian Consulate in Asia, Africa, Japan, Mexico and South America may request the original Visa Support documents. Original documents pick-up service should be organized and paid from Guest's side.

*** **Please note** that Visa Support documents on its own are not enough to cross the Russian boarder.

IMPORTANT:

This service is free of charge for all guests who check in to the hotel. Should the reservation be cancelled a fee of 3,000 RUR for **each** visa support letter will be charged automatically to the credit card indicated as a guarantee in the reservation.

Being the subject of the personal data, I hereby consent to processing of my personal data transferred by CJSC "Fortuna"

Yes, I accept these conditions _____
(Signature of card holder)

Please provide your fax number _____

Please provide your e-mail address _____