



## Direct Guest Reservation Transfer Request Form

I \_\_\_\_\_ would like to transfer my reservation number \_\_\_\_\_ on the  
(Guest Name) (Reservation Number)  
\_\_\_\_\_ sailing on \_\_\_\_\_ to my travel agent.  
(Name of Ship) (Sailing Date)

Here is the information of my travel agency:

Travel Agency Name: Trips and Ships Luxury Travel

Travel Agent Name: Renee Ward  
(603) 860-3274

Travel Agency Phone Number: \_\_\_\_\_

The guests traveling in the stateroom are:

\_\_\_\_\_  
\_\_\_\_\_

Reason that you would like to transfer to a travel agency (optional):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:** Bookings may be transferred to a Travel Agent up **to 14 days from creation, if the request is made outside of Final Payment period. For new reservations booked within final payment period, that are paid in full, transfer requests can be processed if the request is received within 7 or less days of final payment application.**

If the transfer request involves a change in currency, we cannot accommodate a transfer. If your reservation meets the required criteria and you would like to transfer your reservation, please complete this form. **Transfer request must be sent by one of the guests on the reservation to Norwegian. When emailing the form to us at [Dispatch@ncl.com](mailto:Dispatch@ncl.com), please copy your travel partner for their reference.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email address / Phone No.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email completed form to: [dispatch@ncl.com](mailto:dispatch@ncl.com)

6/1/2022