



VISA SUPPORT DOCUMENTS REQUEST

Dear Guest,

If you require a visa support letter, please complete this form according to your passport details and send us back to fax number + 7 495 734 7001 or e-mail: novyarbat.reservations@marriott.com

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

Mr. ____/Mrs. ____

Last name _____

First name _____ Second name _____

Passport number _____

Issuance date _____ Expiration date _____

Relevant authority issued the passport _____

Date of birth _____ Citizenship _____

Arrival date _____ Departure date _____

Hotel confirmation number _____

IMPORTANT:

This service is free of charge for all guests who check in to the hotel. Should the reservation be cancelled a fee of 3,500 RUR for each visa support letter will be charged automatically to the credit card indicated as a guarantee in the reservation. Special conditions apply for a visa support requests for stays over 10 days: 50% deposit for the entire stay is required as a guarantee; in case of cancellation or non-arrival Hotel reserves the right to keep the deposit.

***** 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 and will be charged from credit card indicated in the reservation.

***** 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.

I understand and accept that this charge is not refundable, in case of non-arrival or cancellation

(Signature of credit card holder)

Date: _____

Please provide your e-mail: _____