



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: _____

Travel Agent Name: _____

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 30 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, please copy your travel partner for their reference.**

Print Name

Email address / Phone No.

Signature

Date

Please email completed form to: dispatch@ncl.com

12/01/2025