



COMO STREET TRAVEL LTD T/A TRAVELOX

December 16, 2016

**Online Check-In**

Dear Travel Partner,

As you know, Norwegian Cruise Line is required to collect personal & contact details and citizenship information from all Guests prior to sailing. We are writing today, as we have not yet been provided with advance passenger information for some of your clients who are scheduled to sail with us.

A list of guests is attached for your reference. Could you please contact these guests and ask them to update the outstanding required information via the Online Check-In link below.  
Guests are requested to complete Online Check-In at least one (1) day prior to sailing.

Please visit [Online Check-In](https://checkin.ncl.com/?locale=en-GB) to submit the required personal and contact information. This will ensure we have all the data we need and ensure a smoother, faster check in process at the Pier.

Thank you for your co-operation and support and we look forward to welcoming our mutual clients onboard.

Yours Sincerely,

NCL Guest Services

<https://checkin.ncl.com/?locale=en-GB>

**Required Information**

Surname (as on passport)	Email address
First Name (as on passport)	Emergency Contact Name
Home Address	Emergency Contact Number
Post Code	Passport Number
Nationality	Expiry Date
Date of Birth	

**IMPORTANT VISA INFORMATION FOR TRAVEL TO THE US**

Guests that previously travelled to the US under the Visa Waiver Programme will need to apply for an electronic authorization to travel. Please see below important information relating to this.

It is your responsibility to obtain ESTA approval for every person travelling (including children) or a US visa if required. If you fail to obtain authorization to travel through the ESTA website or a US visa in advance of travel, you will not be allowed on your outbound flight or sailing to the US. Full cancellation charges will then apply.

The ESTA website can be found at <https://esta.cbp.dhs.gov/esta>.

OUR RECORDS INDICATE THAT THE FOLLOWING PASSENGERS HAVE NOT YET PROVIDED GOVERNMENT REQUIRED PERSONAL, CONTACT AND CITIZENSHIP INFORMATION. PLEASE CONTACT THEM AND REMIND THEM TO VISIT <https://checkin.ncl.com/?locale=en-GB> TO REGISTER THEIR INFORMATION.

SHIP NAME	SAIL DATE	CONTACT	RESERVATION #	GUEST NAME
NORWEGIAN EPIC	12/30/2016	BOOK NORWEGIAN	30156026	DEAN PARKINSON ADRIAN BRADSHAW
			30156034	ONISHA PARKINSON
			30156037	JENNIFER PARKINSON OWEN PARKINSON OMANI PARKINSON
			30156040	JASON BRADSHAW SHEILA MENSAH RILEY BRADSHAW
NORWEGIAN JADE	01/08/2017	SIMON THORPE - HEAD OF SALES AND MARKETING	30108873	DENNIS OWEN  SARAH OWEN
	01/25/2017	BOOK NORWEGIAN	32311381	BRENDA EGAN PATRICK EGAN