



Dear AFC Traveler,

We hope you are excited about your upcoming cruise. This letter is to inform you of a recent change at Holland America. Holland America cruise lines has recently developed a new electronic cruise documents system. This new system requires that all embarkation and immigration information be completed online before they send AFC your cruise documents.

Enclosed you will find detailed instructions on how to complete this task on www.hollandamerica.com. If you do not have a computer or if you do not have access to one, please fill out the following form and AFC will complete this on your behalf. If you have already completed this information please disregard this notice.

We appreciate your cooperation as we work to make this new mandatory requirement as convenient as possible for you, our valued clients. If you have any questions or concerns please feel free to call our office at 858-481-8188 and we would be more than happy to assist you.

Sincerely,

Joe Sierchio
Reservations Manager



For your convenience, and to expedite your departure, we encourage all our guests to utilize the online check-in procedure and start the process as soon as possible. During online check-in, you can securely submit your Immigration, Disembarkation and Credit Card registration forms.

To complete the online registration:

Please visit www.hollandamerica.com

From here, on the top right hand side, move your cursor over the **FOR BOOKED GUESTS** menu choice. From the drop down menu click **CHECK IN ONLINE/EXPRESS DOCS**

On the following page click on the **ONLINE CHECK IN** (blue box on the right hand side of your screen in the middle of the page)

SIGN IN Using AFC's Log In information

Log in: reception@afctours.com

Password: afctours

Enter your **BOOKING #** (Which is located in the upper right hand corner of your AFC invoice as your Reservation #) and your **LAST NAME** and click **START CHECK IN**.

To complete Online Check-in for each guest, you will need:

Cruise Booking #

Full legal name

Birth date

Passport, visa or permanent resident card

Home address

Home telephone number

Preferred language

Emergency contact information

Return flight information

Credit card you wish to use for onboard purchases- If you input your credit card information Holland America WILL verify the funds required are available on the day of embarkation. While nothing will be charged to your card, **You do NOT have to input this information at this time.** Opt for the cash on-board account now and when checking in at the pier tell the agent you would like to use your credit card.

***Note:** If adding credit card information -When asked if you would like to cover additional guest please be sure to check the appropriate box for the guests name & then click the **ADD** button on the right side of your screen.

***Note:** It is not necessary to have flight information to complete online registration. If you do not have this information at prompt please click **PROCEED** to continue with process. We will take care of this for you.

Once you have completed this process there is **no need** to print your boarding pass or luggage tags. AFC will mail this to you along with all the necessary paperwork 2 weeks prior to your departure date.

If you would prefer to have AFC fill out this information on your behalf, please submit the following form with **ALL** required information. Missing or incorrect data may delay the delivery of your cruise documents.

Holland America Immigration Form

PASSENGER #1

Legal Name: _____ Date of Birth: ____/____/____ Gender: MALE / FEMALE

Citizenship: _____ Country of Residence: _____ Passport # _____

Issue Date ____/____/____ Expiration Date ____/____/____

Country of Passport Issuance _____ Country of Birth _____

Are you planning on using a Birth Certificate or other Western hemisphere Travel Initiative-compliant document instead of Passport? Y/N

Preferred Language: _____ Return Airport: _____

HOME ADDRESS:

Address _____ City _____ State _____ Zip Code: _____

Telephone #: _____

EMERGENCY CONTACT INFORMATION

Contact Name _____ Relationship _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____

PASSENGER #2

(Cruise booking # will be same if sharing same cabin)

Legal Name: _____ Date of Birth: ____/____/____ Gender: MALE / FEMALE

Citizenship: _____ Country of Residence: _____ Passport # _____

Issue Date ____/____/____ Expiration Date ____/____/____

Country of Passport Issuance _____ Country of Birth _____

Are you planning on using a Birth Certificate or other Western hemisphere Travel Initiative-compliant document instead of Passport? Y/N

Preferred Language: _____ Return Airport: _____

HOME ADDRESS: (ONLY if different from passenger #1):

Address Line 1 _____ City _____ State _____ Zip Code: _____

Telephone #: _____

EMERGENCY CONTACT INFORMATION: (ONLY if different from passenger #1):

Contact Name _____ Relationship _____ Telephone _____

Address _____ City _____ State _____ Zip Code _____