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Question & Answer

In which cases do foreign tourists have to fill the hotel form?

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All operators of tourist accommodation (hotel, village and family holiday home, residence and residential tourism village, furnished tourism, bed and breakfast, campgrounds, etc.) must have their foreign clientele fill in an individual form from police. Individuals who rent furnished accommodation to holidaymakers are also concerned. Only people renting bare (unfurnished) premises are not affected by this regulatory obligation.

The individual police form, written in French and English, must be completed and signed by any tourist of foreign nationality, including a national of the European Union, as soon as he arrives at the tourist establishment.

Tourists traveling in groups or organized tours are also concerned.

The hotel file must contain the following personal data:

- last name and first names ;
- date and place of birth ;
- nationality;
- habitual residence ;
- mobile phone number and email address;
- dates of arrival within the establishment and planned departure.

Children under the age of 15 may appear on the accompanying adult card.

The hotel card must be kept by the professional **for 6 months** and sent to the police or gendarmerie only at their request (the automatic transmission is no longer mandatory since October 2015).

A [hotel card](https://www.service-public.fr/professionnels-entreprises/vosdroits/R41514) (<https://www.service-public.fr/professionnels-entreprises/vosdroits/R41514>) template is available online.

It is possible that a contractual clause allows the host to retranscribe on the card the information provided during the reservation by the customer, who only has to sign it on arrival at the establishment.

To note :

the refusal by the foreign customer to complete and / or sign the policy form is considered as a legitimate ground of refusal of sale for the operator.

Reference texts

- Code de l'entrée et du séjour des étrangers et du droit d'asile : article R611-42 [↗](http://www.legifrance.gouv.fr/affichCodeArticle.do?cidTexte=LEGITEXT000006070158&idArticle=LEGIARTI000031090384)

Online Services and Forms

- Fiche individuelle de police pour les touristes étrangers (fiche d'hôtel) (R41514)
Modèle de document