

**BOOKING TRANSFER REQUEST FORM**  
**(FOR RESERVATIONS INITIALLY MADE DIRECTLY WITH DISNEY)**



**RESERVATION DETAILS**

<b>Reservation Number: (N/A for Nat Geo Expeditions)</b>
<b>Lead Guest's Name:</b>
<b>Arrival Date:</b>
<b>Departure Date:</b>
<b>Resort/Ship/Itinerary:</b>

**TRAVEL AGENCY DETAILS**

<b>Travel Agency Name:</b>
<b>Travel Agent Name:</b>
<b>Phone:</b>
<b>Agency CLIA or IATA:</b>
<b>City:</b>
<b>State/Province:</b>
<b>Country:</b>

One adult from the reservation number listed above must sign this form requesting the transfer of this booking to their travel agent. If there are multiple reservations traveling together for these travel dates, one signed Booking Transfer Request Form must be submitted by each reservation. Transfer of reservations (or voyage fares) which are not paid in full may be requested within 30 days of the initial booking. Any requested transfer subject to Disney's approval is Disney's sole discretion. Reservations which are paid in full are not eligible for a transfer request. Request must be submitted at least 7 days before the booking arrival date to allow time for processing. Form must be signed wet ink or DocuSign, no electronic or font signatures are accepted. I authorize my Travel Agent to assume ownership and responsibility for my reservation.

**Guest Name:** \_\_\_\_\_

**Guest Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**FOR TRAVEL AGENT USE ONLY:**

For Walt DisneyWorld® Resort reservation transfers, please email [WDW.Disney.Central.takeovers@DisneyWorld.com](mailto:WDW.Disney.Central.takeovers@DisneyWorld.com)

For Disney Cruise Line reservation transfers, please email [Bookingtransfer@contact.disneycruiseline.com](mailto:Bookingtransfer@contact.disneycruiseline.com)

For Disneyland® Resort reservation transfers, please fax to (818)260-8672 or email [WDTG.Guest.Service.Specialist@disneyonline.com](mailto:WDTG.Guest.Service.Specialist@disneyonline.com)

For Adventures by Disney® reservation transfers, please email [Bookingtransfer@contact.adventuresbydisney.com](mailto:Bookingtransfer@contact.adventuresbydisney.com)

For National Geographic Expedition reservation transfers, please email [Bookingtransfer@contact.natgeoexpeditions.com](mailto:Bookingtransfer@contact.natgeoexpeditions.com)

For Aulani, A Disney Resort & Spa reservation transfers, please email [WDW.Disney.Central.takeovers@DisneyWorld.com](mailto:WDW.Disney.Central.takeovers@DisneyWorld.com)