



TOURISM COMPANY
GOVERNMENT OF PUERTO RICO
ROOM TAX EXEMPTION APPLICATION
Alternative Procedure 2026

Date: _____

Field	Information
Employee Name	
Agency (Full name: Federal, Film Companies, Diplomatic Groups or Mission)	
Name of Lodging	
Check-In	
Check-Out	
Purpose for the stay in this hotel	
Email address	
I certify that the information provided is correct	
Signature	
Name of Supervisor	
Approval by Supervisor	

Notes

1. To process your request, you must submit a copy of the military order, travel order, or any document that validates your official or business activity.
2. If you are a Diplomat, you must provide your **U.S. DEPARTMENT OF STATE DIPLOMATIC TAX EXEMPTION CARDS**.
3. Film Companies must provide certification from the **Puerto Rico Film Industry Development Program**.
4. Any other applicant must submit the supporting document for evaluation, if necessary.
5. This application shall be used as a temporary alternative procedure while the corresponding electronic platform remains under maintenance. The completed application and all supporting documents shall be submitted by email to roomtaxpr@tourism.pr.gov.
6. For purposes of this alternative procedure, the attached Excel file titled "**Room Tax Exemption Guest Data Template – Alternative Procedure 2026**" must be completed and submitted exclusively in Microsoft Excel (.xlsx) format. PDF files, screenshots, images, or any other file formats will not be accepted for this purpose.

Physical Address: Ochoa Building, 500 Tanca St. 3rd Floor, Old San Juan, PR 00902

Postal Address: PO Box 9024000, San Juan, PR 00902-4000

P. (787) 721-2400 ext. 3600, 3616

E-mail address: roomtaxpr@tourism.pr.gov