# First deadline for registering a guest after arrival · What to record?

For: Private accommodation host

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

**Record the actual arrival and verify that the record has been successfully saved.**

## Record and working document

Compare check-ins with the arrival plan when multiple guests are checking in on the same day.

In the event of a technical problem, record the circumstances and immediately seek official guidance.

## Working example · First deadline for submitting a guest's application after arrival

The guest arrives at 9 pm instead of at 5 pm. The host records the actual time of arrival and calculates the deadline from that. The booking confirmation is kept separately from the completed check-in.

## Specific next steps

1. Compare check-ins with the arrival plan when multiple guests are checking in on the same day.
2. In the event of a technical problem, record the circumstances and immediately seek official guidance.
3. Introduce a reminder into the check-in and check-out procedure.

## Limits of application

For accommodation providers and tourist registration in Croatia.

## Sources

**gov.hr · Tourist registration and check-out**

https://gov.hr/hr/prijava-i-odjava-turista/1432

## Original page

https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-zakon-evisitor-prijava-rok-dokazi