



## **Bureau of Engraving and Printing**

Congressional Tour Reservation Form

*This form is to be completed by Congressional office staff **ONLY**  
(10 guests per Congressional office per day)*

**Fax to: 202-874-0968**

Tour Office Phone: 202-874-2330

Toll free: 1-866-874-2330

Email: TourScheduler@bep.gov

***(10 guests per Congressional office per day ~ 5 requests per Congressional office per business day)***

***The Bureau is closed on weekends, all Federal holidays and the week between Christmas and New Years***

From:

Member's Name and State:

Phone:

Fax:

<b>First and Last Name</b> (Photo ID Required upon arrival)	<b># in group</b> (10 or less)	<b>Date Requested</b>	<b>8:15 a.m.</b>	<b>8:45 a.m.</b>	<b>4:00 p.m.</b> (April-Aug. only)	<b>4:15 p.m.</b> (April-Aug. only)	<b>4:30 p.m.</b> (April-Aug. only)	<b>4:45 p.m.</b> (April-Aug. only)	<b>Confirmation #</b> (Your guests <b>MUST</b> have this number when they arrive)