

## CONSTITUENT TOUR REQUEST FORM DIRECTIONS

### Please Be Aware of the following:

Tours can be cancelled without warning due to any security concerns that might arise. The requested date and time of the requested tour date may change due to availability of tours.

### DIRECTIONS

Please fax to:

202-225-0350 attn: Scott M.R. Baker, Director of Constituent Services

Email:

email with the subject line "Constituent tour request" to as a PDF Or word document to: [scott.baker@mail.house.gov](mailto:scott.baker@mail.house.gov)

Or mail to:

Congressman Edwards Office  
2369 Rayburn Building Washington, D.C. 202515  
Attn: Scott M.R. Baker

### For White House, Treasury and Pentagon tours:

These tours require the following security information when requesting a tour. Our office will need you to fill out an office security form. If you do not have one please contact Scott M.R. Baker ASAP to get one.

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Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell or Hotel Phone \_\_\_\_\_

Email \_\_\_\_\_

Dates Available for tour: \_\_\_\_\_ Total number In-Group \_\_\_\_\_

Please Note: Please inform us if any person has any disability so special arrangements can be made. There is a great deal of walking and stair climbing on Congressional tours and advanced notice will allow us to make special arrangements when and if requested.

Please check which tour you would like to request:

ATTRACTIONS:                      DATES AND TIMES AVAILABLE :

\_\_\_ White House\*              TUESDAY – SATURDAY @ 7:30 a.m. to 11:30 a.m.  
Party of 10 required

\_\_\_ U.S. Capitol Monday – Friday between 9:30 a.m. to 3:00 p.m. Specific  
time set by US Tour Guide Office

\_\_\_ Engraving and Printing MONDAY - FRIDAY @ 8:15 a.m. or 8:45 a.m.  
Tours May through August tours available at 8:15 a.m., 8:45 a.m., 4:00 p.m.,  
4:15 p.m., 4:30 p.m. or 4:45 p.m.

\_\_\_ Library of Congress MONDAY – FRIDAY @ 8:30 a.m. or 1:45p.m.

\_\_\_ Supreme Court MONDAY – FRIDAY @ 1:45 p.m.  
Limited to a party of 6

\_\_\_ Kennedy Center MONDAY – FRIDAY @ 9:30 a.m. or 4:30 p.m.  
SATURDAY @ 9:30 A.M.

\_\_\_ Treasury Department\* Saturday 9:00 a.m., 9:45 a.m., 10:30 a.m. or 11:15  
a.m. ONLY U.S. CITIZENS ARE PERMITTED FOR THIS TOUR

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- \_\_\_ National Archives MONDAY – FRIDAY @ 9:45 a.m.  
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- \_\_\_ Mount Vernon MONDAY – SUNDAY @ 8:45 a.m.  
Congressional tours are offered April 1 through  
October 31 at 8:45 a.m. each day. Admission is  
\$9.00 adults, \$8.50 seniors, \$4.50 children, ages 6-11
- \_\_\_ Holocaust Museum MONDAY – SUNDAY 10:00 a.m. – 3:00 p.m.
- \_\_\_ Pentagon\* MONDAY – FRIDAY time set by Pentagon Public  
Affairs
- \_\_\_ National Cathedral MONDAY AND WEDNESDAY at 9:00 a.m. – please  
be aware these tours can be cancelled due to religious events at the cathedral.  
Further you are encouraged to make a donation of \$3.00 per adult, \$2.00 per  
senior citizens and \$1 per child at the start of the tour.
- \_\_\_ State Department\* MONDAY - FRIDAY time set by State Department  
Public Affairs Office