



## 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 ~ 5 requests per Congressional office per business day)*

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

Tour Office Phone: 202-874-2330

Or toll free: 1-866-874-2330

Email: [TourScheduler@bep.gov](mailto:TourScheduler@bep.gov)

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

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