



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

Or toll free: 1-866-874-2330

Email: 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 # (Your guests <u>MUST</u> have this number when they arrive)