

This form must only be completed by U.S. Congressional Staff with Senate.gov or Mail.House.gov email address.



Bureau of Engraving and Printing
 14th and C Streets, SW, Washington DC 20228
 Email: tourscheduler@bep.gov
 Tour Office: 202-874-2330/1-866-874-2330

CONGRESSIONAL TOUR RESERVATION REQUEST FORM

BEP offers congressional tours on a first come-first served basis, Monday through Friday at the times below. Member offices may reserve tours up to six (6) months in advance of tour date. Tour times fill quickly, particularly in the spring and summer months; we regret we may not be able to accommodate every request. The BEP is closed on weekends, federal holidays and the week between Christmas and New Year’s Day. The BEP follows closure guidance issued by the Office of Personnel Management (OPM.gov). In the event of unexpected closure, the BEP will work to reschedule cancelled tours as soon as possible. For tour information visit bep.gov.

Instructions: Member offices may request tours for **up to 10 constituents per calendar day** and submit a maximum of five tour requests per day. Submit forms only via a Senate.gov or Mail.House.gov email address to tourscheduler@bep.gov. The BEP Tour Scheduler will provide you with a confirmation number for each reservation request, typically within 48 hours. Please provide the confirmation number to your guests. Guests must have their BEP-issued tour confirmation number to enter the tour.

From: _____ **Member’s Name and State:** _____

Phone Number: _____ **Fax Number:** _____

Reservation Request #	Constituent’s First and Last Name (List one person 18 years or older)	Number of Persons in Group (10 or less)	Special Instruction (i.e. wheel chair)	Date or Date Range	8:15 AM	8:45 AM	4:00 PM (April to Aug. only)	4:15 PM (April to Aug. only)	4:30 PM (April to Aug. only)	4:45 PM (April to Aug. only)	BEP Confirmation # (Guests <u>MUST</u> have number to enter tour)
1											
2											
3											
4											
5											

Pursuant to 5 U.S.C. § 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of the information on this form by BEP. **AUTHORITY:** Collection of the information solicited on this form is authorized by 5 U.S.C. § 301 and the Department of the Treasury’s regulations. Furnishing the information on this form is voluntary. **PURPOSE:** The primary purpose for soliciting this information is to assist the BEP-Office of External Relations establish a manual and electronic database that will facilitate the scheduling of group and congressional tour reservations for the BEP’s facilities in Washington D.C. (DCF) and Fort Worth, TX (WCF). The collection of this information enables the Office of External Relations to: 1) record the daily number of visitors who take the group and congressional tour at BEP’s DCF and WCF facilities; 2) accommodate the visitors in a group or congressional tour; 3) anticipate the number of visitors expected on a specific day and timeframe; 4) to provide accommodations for individuals with disabilities who take a group tour; 5) identify whether the visitors are a group or congressional tour ; 6) send confirmation notices to the point of contact of the group of visitors or congressional staffer; and 7) send to the point of contact of the group of visitors or congressional staffer advance notices of any changes that may affect reservations. **ROUTINE USES:** Specific details as to the routine uses for this system are available under the System of Records Notice, BEP/Treasury .049 BEP Tours Scheduling System, 78 Fed. Reg. 78512 (December 26, 2013). **EFFECTS OF NOT PROVIDING REQUESTED INFORMATION:** Individuals are not required to provide the information requested on this form but failure to provide information may result in not taking a tour as a group of visitors or congressional group . Individual members of a group scheduling or taking tours do not have to present identification or sign entry logs or registers to be able to take any tour.

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