



# U.S. Currency Production Tour Group Reservation Request Form

Bureau of Engraving and Printing  
Office of External Relations

14<sup>th</sup> and C Streets, SW | Washington, D.C. 20228 | 202-874-2330 or 1-866-874-2330 | BEP.gov

The Bureau of Engraving and Printing (BEP) welcomes groups of 10 or more to experience a guided tour of U.S. currency production. Tours are limited to 40 visitors per tour. Groups can reserve up to two tours per day. Tour times fill quickly, particularly in the spring and summer months; we regret we may not be able to accommodate every request.

## INSTRUCTIONS

To request a group reservation, please email this completed form to [tourscheduler@bep.gov](mailto:tourscheduler@bep.gov) at least **14 business days** before your earliest requested date of the tour.

### Please note the following before requesting a tour:

- Group Tours may be requested up to six months in advance of tour.
- To cancel a tour, call 202-874-2330 or toll free 1-866-874-2330.
- The tour must be re-booked if ten or more individuals are added to the original request.

## SECTION ONE: GENERAL INFORMATION

Name of Group: \_\_\_\_\_

Primary Contact: \_\_\_\_\_  
(Full Name) (Phone Number) (Email – Confirmation will be emailed back to this address.)

Total Number in Group (Not to exceed 40 visitors per tour time. The BEP can accommodate up to 80 guests per group request per day.): \_\_\_\_\_

## SECTION TWO: GROUP RESERVATION INFORMATION

Group tours are offered year-round, Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day.

First Choice – Enter preferred date and time (mm/dd/yyyy): \_\_\_\_\_ 11 a.m.  11:15 a.m.  11:30 a.m.  11:45 a.m.  12:00 p.m.  12:15 p.m.

Second Choice – Enter preferred date and time (mm/dd/yyyy): \_\_\_\_\_ 11 a.m.  11:15 a.m.  11:30 a.m.  11:45 a.m.  12:00 p.m.  12:15 p.m.

## SECTION THREE: ADDITIONAL INFORMATION

Special Requests or Accommodations (e.g., wheelchair, American Sign Language (ASL) Interpreter, etc.):  Yes  No

If yes, indicate the special request or accommodation you are requesting: \_\_\_\_\_

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 receiving a reserved group tour. 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 a tour.