



# Bureau of Engraving and Printing

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

## Congressional Tour Reservation Form

*This form is to be completed by Congressional office staff **ONLY**  
(10 guests per Congressional office per day)*

Tour Office Phone: 202-874-2330

Or toll free: 1-866-874-2330

Email: TourScheduler@bep.treas.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 <b>MUST</b> have this number when they arrive)