

Thank you for contacting my office about your upcoming trip to Washington, D.C. I am excited that you are planning a trip to this historic city. Washington has much to offer visitors. My staff is happy to work with you to arrange tours of important sites during your visit. Below is a description of the tours my office can help you reserve.

Please note that while these tours can be arranged by my office, the tour dates and times are finalized through the individual venues. Please be aware that each tour has different hours and requirements. My office will do all in its capacity to schedule the tours you request.

• The White House

A self-guided tour through the White House East Wing only. Tour Officers are located in each room and are available for questions. Admission to The White House is free, all requests to tour the White House are processed on a first-come-first-serve basis, and are subject to a background check by Secret Service. Reservation requests must be made through congressional offices and my office is happy to facilitate your tour request with the White House.

- **Tour Submissions:** Tour requests *must be submitted at minimum* **30** *days in advance and can be submitted as early as 60 days in advance.*
- Tour Reservations:
 - Tuesday-Thursday: 7:30am-11:00am
 - Friday-Saturday: 7:30am-1:30pm
 - Sunday-Monday: Closed
 - *Note:* congressional offices may only selected up to 3 tour date options per constituent group. The White House denies or schedules the final day and time of the tour based on their availability.
- **Tour Length:** 45minute-1 hour
- Location: <u>White House, 1600 Pennsylvania Ave</u>.
- Metro: McPherson Square (Blue /Orange/Silver)
- *Security Information:

Security clearance is required for all visitors to the White House. Upon my office's receipt of your tour request, you will be emailed a secured link from the White House; allowing you to securely submit your security information directly with the White House. Guests are responsible for submitting their own security information online through the secured link generated by the White House Tours Application. The security information submitted must exactly match the valid government-issued photo ID that will be presented. Please confirm you are inputting the correct security information before making your submission. All security information for the entire tour group must be submitted before the RSVP deadline, which will be 7 days after receipt of the secured link.

All visitors ages 18 and older will need to present a valid government issued photo ID with information matching the name and date of birth previously submitted for clearance. All foreign nationals, regardless of age, must present a *valid* passport. Individuals without acceptable identification or whose identification does not exactly match the name cleared for entry may be denied entry. Acceptable forms of ID include:

- Valid government-issued United States driver's license
- Valid government-issued United States identification card

- Valid United States or other official government issued passports
- For foreign nationals, all *valid* passports are accepted No foreign-issued state IDs, foreign-issued driver's licenses, expired passports, or other forms of identification will be accepted.

• <u>U.S. Capitol Visitor Center (CVC)</u>

Professional tour guides lead Congressional tours through the US Capitol, visiting: Statuary Hall, The Crypt, the magnificent Rotunda, the Old Supreme Court Room and the Old Senate Chamber. Admission to the Capitol Visitors Center is free, all visitors are required to go through security screening at the entrance, and all tours must be scheduled in advance. Congressional reservations can be made through my office.

- Tour Reservations: 8:40am-3:30pm, Monday-Saturday
- Tour Length: 1 hour
- **Location:** <u>Capitol Visitor Center, First Street NE</u> on the Capitol's East Front (across the street from Library of Congress).
- Metro: Capitol South (Blue/Orange/Silver).
- Gallery Passes: Passes to the U.S. House of Representatives and U.S. Senate Chambers are also available through my office. These may be picked up at my office located in the Longworth Building in 5th Floor in Room 1511 (on Independence Ave. between New Jersey Ave and South Capitol Street) Monday-Friday, 10:30am-4:30pm EST. Please come by my office before or after your Capitol tour to meet my staff and pick up gallery passes.
 - Gallery Hours:

Session: General hours are 9:00am-4:15pm, Monday-Friday. *Hours may extend into the evening and weekends, depending on the legislative schedule.* When the House and Senate Chambers are in session, the galleries mirror the legislative schedule for the day and remain open as long as necessary for the required legislative day.

Recess: When the House and Senate Chambers are in recess, the galleries are open 9:00am-4:15pm, Monday- Friday only.

• U.S. Supreme Court

Take advantage of a variety of education programs including Courtroom Lectures, a visitor's film, and court related exhibitions in a self-guided tour of the U.S. Supreme Court. Admission to the U.S Supreme Court is free and all visitors are required to go through security screening at the entrance. My office can assist with a congressional reservation to a courtroom lecture.

- Tour Reservations: 12:15pm, Monday-Friday only
- **Tour Length:** 30 minutes
- Location: <u>1 First Street, NE</u> across First Street from the U.S. Capitol and across East Capitol Street from the Library of Congress.
- **Metro:** Capitol South (Blue/Orange/Silver)
- **Note:* The U.S. Supreme Court's tour policy only allows a maximum of six guests per congressional reservation.

• Library of Congress

Learn about the art and architecture of the Library and view the grandeur of the historic Thomas Jefferson Building. Congressional tour groups are often allowed to peek at some areas not included on the public tour. Admission to the Library of Congress is free and all visitors are required to go through security screening at the entrance. Congressional reservations can be made through my office.

• Tour Reservations:

- Monday- Friday: 10:30am, 11:30am, 12:30pm, 1:30pm, 2:30pm, & 3:30pm.
- Saturday: Public tours only between 10:30am-11:30am.
- Sunday: Closed
- Tour Length: 45minutes-1 hour.

- **Location:** <u>Library of Congress Jefferson Bldg 101 Independence Ave., SE</u>. Constituents enter through the driveway level entrance of the Jefferson building, facing 1st Street, SE.
- Metro: Capitol South (Blue/Orange/Silver)

<u>National Parks and Monuments</u>

Known as America's front yard, iconic monuments and memorials stretch over 1,000 acres of green space in the middle of our Capitol city from the foot of the U.S. Capitol to the Potomac River. The parks are open to the public. You may request to join a free guided bus tour led by a National Park Ranger through my office. The bus route includes visits to:

- Washington Monument
- Jefferson Memorial
- o Lincoln Memorial

- World War II Memorial
- o Vietnam Veterans Memorial
- Martin Luther King Memorial

Congressional reservations to the National Parks are limited to the available bus space of the National Park Service and are granted on a first-come-first-serve basis.

- Tour Reservations: 8:30am, Monday- Friday
- Tour Length: 8:30am-3:30pm
- Location: meeting location provided upon confirmation of reservation
- Metro: Farragut West (Blue/Orange/Silver).
- Additional Resources:
 - National Parks website
 - National Mall Map
 - <u>Tour Bus Access: National Mall & Memorial Parks</u>

<u>The John F. Kennedy Center for the Performing Arts</u>

A guided tour of the nation's Performing Arts Center includes the majestic Hall of States, Hall of Nations, five of the Center's main theaters; including its three grand performance halls (the Concert Hall, Opera House, and Eisenhower Theater), Presidential boxes and private lounges, concluding with a breathtaking 360-degree view of the nation's Capital from the Center's Roof Terrace. Enjoy a free live performance outside of the Kennedy Center every evening at 6:00pm. Admission is free and congressional reservations can be made through my office.

- Tour Reservations:
 - Monday-Friday: 9:30am & 4:30am
 - Saturday-Sunday : 9:30am
- Tour Length: 1 hour
- o Location: 2700 F. St. NW, Washington, D.C. 20566
- **METRO:** Foggy Bottom (Blue/Orange); There is a complimentary shuttle from Foggy Bottom Metro to The John F. Kennedy Center of Performing Arts that departs every 15 minutes. Shuttle bus schedule:
 - Monday-Friday: 9:45am-Midnight
 - Saturdays: 10am-Midnight
 - Sundays: 12:00pm-Midnight
 - Federal Holidays: 4:00pm-Midnight
- <u>Pentagon</u>

One of the world's largest office buildings, a guided tour of the Department of Defense (DOD) dynamically highlights the respective missions of the five Armed Services, the Office of the Secretary of Defense, the Joint Staff, and depicts significant moments in military history. Admission to the Pentagon is free and all visitors are required to go through security screening at the entrance. Congressional reservations can be made through my office.

Tour Submissions: *Tour requests must be submitted* **90 days in advance**. **Tour Reservations:** 9:00am-3:00pm, Monday-Friday

Tour Length: 1 hour

Location: The Pentagon

Metro: Pentagon (Blue/Yellow)

**Identification:* Proper identification (ID) must be shown to building security. Valid forms of identification can be found on the Pentagon Tours website under the <u>Tour Guidelines.</u> You may also contact Pentagon Force Protection Agency directly at (703) 697-1001, (703) 692-7184, or (703) 695-3206 regarding acceptable forms of ID. Below are a few guidelines to follow:

- Ages 12 and under ID not required.
- Ages 13 to 17 Requires 1 form of Photo ID or a parent/guardian to vouch for them.
- Ages 18 and up Requires 2 forms of ID: one form <u>must</u> be a Government Issued Photo ID, the other form of ID must verify the individual's name.

• <u>U.S. State Department</u>

A guided tour of the Diplomatic Reception Rooms, its official functions, and premier collection of 18th century American furniture, paintings and decorative arts. This tour is *not* recommended for children under the age of 12. Admission to the U.S. State Department is free and all visitors are required to go through security screening at the entrance. Congressional reservations can be made through my office.

- Tour Submissions: Tour requests must be submitted 90 days in advance.
- **Tour reservations:** 9:30am, 10:30am, & 2:45pm, Monday-Friday
- Tour length: 45 minutes.
- Location: Department of State, 2201 C Street NW
- Metro: Foggy Bottom (Blue/Orange/Silver)

• <u>Treasury Building</u>

A guided tour of the main Treasury Building, tour highlights include the newly restored gilded West dome and lobby, and the Cash Room. Admission to the Treasury Building is free and all tours must be scheduled in advance. Congressional reservations can be made through my office.

Tour Reservations: 9:00am, 9:45am, 10:30am, 11:15am, Saturdays only

Tour Length: 1 hour

Location: 1500 Pennsylvania Ave., NW

Metro: McPherson Square (Blue /Orange/Silver)

*Security Information:

The personal information for each visitor must be provided. Upon receipt of your tour submission, my office will email you the U.S. Treasury security form to complete. Please complete this security form and return it to <u>AZ03.Tours@mail.house.gov</u> as soon as possible. Take note that requests cannot be submitted to the U.S. Treasury until my staff receives the security information from all guests who plan to tour the U.S Treasury Building. <u>Only one security form per group will be accepted</u>. At this time, tours are only available for U.S. Citizens and legal residents of the United States.

• **Bureau of Engraving and Printing Tour (BEP)**

A guided tour of the BEP to learn all about the U.S. paper currency. You can see millions of dollars being printed as you walk along the gallery overlooking the production floor. Admission to the BEP is free and all visitors are required to go through security screening at the entrance. Congressional reservations can be made through my office.

Tour Submissions: *must be submitted* **2** *weeks prior to the requested date(s) and can be requested up to 6 months in advance.*

Tour Reservations:

- o 8:15am & 8:45am, Monday-Friday
- April-August ONLY: 4:00pm, 4:15pm, 4:30pm & 4:45pm, Monday-Friday

Tour length: 40 minutes

Location: Department of the Treasury Bureau of Engraving and Printing 14th and C Streets, SW Washington, DC 20228 Metro: Smithsonian (Blue/Orange/Silver)