



Bureau of Engraving and Printing  
 14<sup>th</sup> and C Streets, SW, Room 151-M  
 Washington, DC 20228

Tour Office: 202-874-2330/1-866-874-2330  
 E-mail: [tourscheduler@bep.gov](mailto:tourscheduler@bep.gov) Fax: 202-874-4429  
[www.moneyfactory.gov](http://www.moneyfactory.gov)

### GROUP RESERVATION REQUEST FORM

**Group Tours may be requested up to one year in advance**

Group requests are accepted by e-mail or mail. 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.

Name of Group: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail address: \_\_\_\_\_  
 (Confirmation will be emailed back to this address)

Primary Contact Name and Phone Number: \_\_\_\_\_

Total Number in Group: \_\_\_\_\_  
 (Not to exceed 55 guests per tour time. The BEP can accommodate up to 110 guests per group per day.)

Special Instructions: \_\_\_\_\_  
 (i.e. wheel chairs, hearing impediments)

**Group Tour Times**

Monday through Friday, excluding federal holidays and the week between Christmas and New Year's Day

<u>Jan – Dec</u>	<u>11:00 a.m.</u>	<u>11:15 a.m.</u>	<u>11:30 a.m.</u>	<u>11:45 a.m.</u>	<u>12:00 p.m.</u>	<u>12:15 p.m.</u>
------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

1st Choice \_\_\_\_\_  
 Day of week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_  
 Day of week \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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 within the DCF or WCF facilities.