



Bureau of Engraving and Printing

Western Currency Facility

9000 Blue Mound Road

Fort Worth, TX 76131

Tour Office: (817) 231-4000 (local)

(866) 865-1194 (toll-free)

GROUP TOUR CONFIRMATION

Name of Group: *PT* APICS Fax No.: _____
Point of Contact: Dan McCabe Phone No.: 817-829-0545
Mailing Address: _____ E-mail: dtmccabe10@gmail.com
Date Created: 7/21/16 9:52 am
Total Number to Attend Tour: 30

Your tour has been confirmed for the following date and time:

Date of Tour: 09/08/2016

Time of Tour: 12:00 pm

Confirmation Number
G16-001126

Please arrive 30 minutes prior to your tour time to allow for security screening and facility entry.

Attention: If your group includes chaperones, please review the Chaperone Guidelines available on the Fort Worth, Texas tours webpage at www.bep.gov.

The following items are strictly prohibited and are not to be brought in the Bureau. Prohibited items must be left in your vehicle, as coat and package check services are not available.

>> Cell phones, cameras or video equipment.

Book bags, backpacks, aerosol sprays, any pointed object such as knitting needles, scissors, sharp metal nail
>> files, sharp objects such as knives, razor blades, box cutters, gun or toy guns, ammunition, fireworks, electric stun guns, mace or martial arts weapons/devices.

>> Food or drinks.

>> The BEP Police reserve the right to prohibit any other personal items.

**Please note that the tour over the production floor is a 45-minute walking tour that spans over 1/4 mile.
Wheelchairs are available upon request.**

Thank you for planning your visit to the Bureau of Engraving and Printing!

www.bep.gov

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.