Jeanette- Thanks for this detail. In thinking about the logistics of submitting the information for the **White House Tour**, would it work for us to share the automated email requesting the personal information of each person with the folks who want the tour and ask them to submit that information individually? We are concerned with the fact that we would be asking them to share their SSN with us and our need to collate all the information for submission at one time. We feel we can place that responsibility on attendees and help them feel more confident about security of their personal information.

From: "Featherall, Jeanette (Moran)" <Jeanette\_Featherall@moran.senate.gov>

To: Jeff Ellis <jeffellis153@gmail.com>

***Yes, you can certainly forward the e-mail and have each party submit their own information by themselves.*** Just impress on people that they MUST have all information submitted before the deadline, or else they will not be included on the tour. It’s amazing how fast one week rolls by, and we often see people put it off and then forget to do it and then they are out of luck, as the dates fill up quickly.

**ORIGINAL MESSAGE**

Hello, Mr. Ellis,

I can submit the **White House Tour** request, three months in advance, and when I do that, the system will generate an automatic e-mail to you (I will put in your e-mail address when requesting the tour). The e-mail will contain a link to a website wherein you will need to submit information for each person who will be attending the tour, if approved. You will have exactly one week in which to submit all of the information. If you want to start compiling the information, ahead of time, here is what you will need for each person:

***For EACH U.S. Citizen going on the tour:***

***A. Name, exactly as it appears on driver's license (or "full name," in the case of those under driving age)***

***B. Date of Birth***

***C. Social Security Number (for those who will be ages 18 and over AT THE TIME OF YOUR TOUR – the WH does not need SSNs for those younger than 18 at the time of the tour)***

***D. Is this person a US Citizen?***

***E. In what country was this person BORN?***

***F. Gender (M/F)***

***G. City and State of residence (should be the same as on your driver’s license, even if you don't currently live there)***

If anyone in your group is a NON-US CITIZEN, the following information is required (for those people, disregard the above list):

A. Name, exactly as it appears on PASSPORT

B. Date of Birth

C. In what country was this person BORN?

D. Gender (M/F)

E. City and State of primary residence while staying in the United States

**The Pentagon Tour** is easy to request. We don’t do those, but it’s an easy-to-understand online request system. Just Google “Pentagon Tours,” and the link is right at the top.

I’m not sure how many spaces they let you request, and that may be limited. If it’s limited, you will just need to contact some other folks in your group to have them also submit requests for the same day & time. I believe they take requests starting 90 days in advance, and you should try to make the request(s) as soon as they open up the date you are interested in, as their tours tend to fill up quickly. If you only have one day available (i.e. the same day as we’re requesting the White House tour), then please do not choose their earliest time, as it may end up conflicting with the White House tour.

**You do not need to register anyone for the Capitol Tour**. I just need the NUMBER of folks going on the Capitol tour and the preferred DAY & TIME, and I can set that up probably even now, as I believe they open up dates 5 months in advance.

Please send that information to me, as soon as you can, so that I can get the Capitol tour booked for you.