

Instructions for School Groups Touring the United States Mint Facilities

Thank you for your interest in touring the United States Mint. Please carefully review the following rules and procedures regarding your visit.

1. Please submit security forms to the United States Mint at least 2 weeks before your scheduled United States Mint tour.

Philadelphia Mint Office of Exhibits and Public Services, Phone (215) 408-0112
Fax - (215) 408-2780, 5th and Arch Streets, Philadelphia PA 19106

Denver Mint Office of Exhibits and Public Services, Phone (303) 405-4755
Fax – (303) 405-4769, 320 W. Colfax Avenue, Denver CO 80204

2. Changes to the security forms can be made no less than one week prior to the tour date.
3. Groups should enter the Philadelphia Mint from the Visitor's entrance on 5th Street. Groups should enter the Denver Mint from the Visitors entrance on Cherokee Street.
4. For the courtesy of other scheduled groups, school groups should arrive 15 minutes before their scheduled tour time. Late arrivals may not be accommodated.
5. For security purposes, all guests 15 years of age or older will be required to present photo identification with information exactly matching the name previously submitted for clearance. Individuals whose identification does not exactly match the name or data cleared for entry may be denied admittance.
6. For everyone's protection, the United States Mint must prohibit several types of items. Prohibited items include, but are not limited to, the following: handbags, book bags, backpacks, purses, food and beverages of any kind, tobacco products, personal grooming items (make up, hair brush or comb, lip or hand lotions, etc.), umbrellas, strollers, any pointed objects (pens, knitting needles, etc.), aerosol containers, cameras, video recorders or any type of recording device, guns, ammunition, fireworks, electric stun guns, mace, martial arts weapons/devices, knives of any size and cell phones.

All necessary medications will be identified and remain in the custody of an adult chaperone for the entire tour.

The United States Mint Police reserves the right to prohibit any other personal items. Because we must focus our resources on visitors' safety during these tours, neither the United States Mint nor the United States Mint Police will provide coat or package check facilities.

7. All persons and items entering the United States Mint will be screened through a security process. Individuals may be requested to consent to an interview or additional security procedures before they are admitted to the United States Mint facility.

INSTRUCTIONS: Please retype the form below with all lines filled and fax the form to the Office of Exhibits and Public Services at the Philadelphia Mint at (215) 408-2780, or the Office of Exhibits and Public Services at the Denver Mint at (303) 405-4769.

School Group Tour Request Form

Today's Date:

Tour Coordinator's Name:

Phone/Fax:

Email:

Tour Information

Date(s) Requested:

School Name:

School Address/Phone:

School Group Contact:

Contact Phone: Day:

Evening:

Local: *(i.e.: cell phone or hotel number while traveling)*

Age Range/Grade: *(example: ages 12-13 yrs. old/7th grade)*

Total Number in Group:

Number of Students:

Number of Chaperones:

Special Needs *(wheelchairs, etc.):*

Instructions for Requesting Tours

1. Groups of six and fewer at a time are welcome to tour the Philadelphia or Denver facilities by contacting their Congressional offices.
2. Congressional staff is invited to submit tour requests using the following form via fax to the United States Mint Legislative Affairs Office at (202) 756-6830 no later than 14 days prior to the requested tour date. Necessary security information (see below) may be sent on a separate page, but must be included with the original request.
3. The Legislative Affairs Office will return the fax to you as soon as possible, notifying you of the availability of the tour.
4. United States Mint Police will then process the information for clearance.
5. Changes to the security forms can be made no less than one week prior to the tour date.
6. The requesting Congressional office is responsible for contacting the guests and confirming the tour date and time. Please be sure to inform the group of all the new rules and security procedures.
7. For the courtesy of other scheduled groups, groups of six and fewer guests should arrive at the Mint entrance at least 10 minutes before their scheduled tour time. For security purposes, all guests 15 years of age or older will need to show photo identification with information exactly matching the name previously submitted for clearance. Individuals whose identification does not exactly match the name or data cleared for entry may be denied admittance.
8. For everyone's protection, the United States Mint must prohibit several types of items. Prohibited items include, but are not limited to, the following: handbags, book bags, backpacks, purses, food and beverages of any kind, tobacco products, personal grooming items (make up, hair brush or comb, lip or hand lotions, etc.), umbrellas, strollers, any pointed objects (pens, knitting needles, etc.), aerosol containers, cameras, video recorders or any type of recording device, guns, ammunition, fireworks, electric stun guns, mace, martial arts weapons/devices, knives of any size and cell phones.

The U.S. Mint Police reserves the right to prohibit any other personal items. Neither the United States Mint nor the United States Mint Police will provide coat or package check facilities.

9. All persons and items entering the United States Mint will be screened through a security process. Individuals may be requested to consent to an interview or additional security procedures before they are admitted to the United States Mint facility.
10. For questions, call the United States Mint Office of Legislative Affairs at (202) 354-6700.

