

ATTACHMENT 2

**UNITED STATES CAPITOL POLICE
WASHINGTON, DC 20515**

OFF-SITE DELIVERY CENTER EFFECTIVE INSTRUCTIONS

All delivery vehicles will be required to report to the Off-Site Center for the U.S. Capitol Police located at 4700 Shepherd Parkway, S.W., for inspections before proceeding to the Capitol Building via the North Barricade on Constitution Avenue, N.E., the loading dock of the Senate Office Buildings located on D Street, N.E., the loading dock for the Ford House Office Building on Virginia Avenue, S.W., or the Delaware Avenue, S.W. access points for the Longworth, Rayburn and Cannon Building loading docks.

No deliveries will be accepted unless the vehicles have been processed at Off-Site Delivery Center. **The hours of the Off-Site Delivery Center are 5:00 a.m. to 2:00 p.m., Monday through Friday.**

In order to gain access to the loading docks of the Capitol, House and Senate Office Buildings, you are required to have a letter on file with the United States Capitol Police. The letter must be on **company letterhead** accompanied by the signature of the owner, president, or manager. Also, **print or type** the names in alphabetical order of person requesting access. Requests for access must be renewed (1) once per year under new regulations. **The preferred date of renewal is on or before December 31** and should contain the following information:

- 1. Name of Company**
- 2. Name of Drivers/Employees Requiring Access**
- 3. Social Security Number for Each Driver/Employee**
- 4. Date of Birth for Each Driver/Employee**
- 5. Building(s) to be accessed**
- 6. Company Contact Person and Phone Number**

The above information must be faxed, not less than 24 hours in advanced, to:

**United States Capitol Police
Off-Site Delivery Center
4700 Shepherd Parkway, S.W.
Washington, DC 20032
Fax: 202-226-0571**

Any questions can be directed to the Off-Site Division of the United States Capitol Police at 202-226-0905