

Thank you for your interest in touring the White House. Below you will find instructions to help you as you fill out the security information on my website. Please keep in mind that while my office is in charge of submitting your request, we do not decide whether tours are granted or denied. To improve your chances of securing a tour of the White House, I recommend submitting your request at least one month in advance.

If you have any questions or if I can be of any further assistance, do not hesitate to let me know. We look forward to your visit!

#### Instructions for White House Tour Requests:

- If your last name is Smith-Jones, you would enter 'SmithJones' in the 'Last\_Name' column.
- Likewise, if your first name is Juan Manuel, you would enter 'JuanManuel' in the "First Name" column.
- Use your middle initial only.
- If you do not have a middle name, please enter "NMN" for no middle name.
- If you are a US citizen you may mark a 'Y' for yes and mark a 'US' for the citizen column.
- Please use 'F' or 'M' only for the gender column and use the city and state that is listed on your current driver's license.
- State should be listed in two letters only (e.g. 'TX' for Texas).
- If you live in a city with two words like San Antonio, please list this as 'SanAntonio.'

#### Special Instructions for Non-U.S. Citizens:

- If you are not a US citizen, enter 'N' in the Citizen column.
- Enter "Washington" for city and "DC" for state.
- Leave the SSN column blank.
- Make sure to use the country that is listed on your passport