



## Capitol Hill Delivery Capabilities

Washington Express offers 6 methods for deliveries to official Capitol Hill:

**1) Deliver the material to the Congressional Acceptance Site (CAS)** at 160 D Street NE (Senate desk 8:30am - 5:30pm, House desk 8:30am – **4:30pm**). This is the only officially sanctioned method of delivery to all Capitol Hill offices. After the material is delivered here, it is sent out for inspection, quarantine and irradiation (note: the irradiation process may fade or weaken certain types of paper and inks), and takes approximately 24 - 48 hours to reach its final destination. This method is for material **that does not require immediate delivery**. The CAS only takes paper material (no goods, items, perishables, DVD's or Flash Drives).

There are separate facilities within the CAS for handling Senate and House material, and they have **different payment requirements, etc:**

**a) Senate: (202) 224-5600**

There are no special requirements for 10 or fewer pieces. **If more than 10 pieces:** **All envelopes must remain unsealed.** The rate per piece is the same as standard first-class US Postal rates. **Postage Stamps or a Postal Meter strip** are the only forms of payment accepted (they do not have to be affixed to the letters). A signed and dated cover letter on company letterhead is required, stating distribution requirements, individual piece weight, number of pieces, rate per piece, total stamp or meter strip value sent, name & phone number of person sending the material, and address where the receipt can be sent.

**b) House: (202) 224-7007**

There are no special requirements for 10 or fewer pieces. **If more than 10 pieces:** **The material CANNOT be in envelopes.** The rate per piece is \$0.18 if addressed, and \$0.16 if unaddressed. Items weighing more than 3.5 ounces cost more (get the exact weight of one piece and call 202-225-6000 for the per-piece rate). Money Order or Check (company, personal, cashiers), made payable to the **United States Treasury** are accepted forms of payment.. A signed and dated cover letter on company letterhead is required, stating distribution requirements (addressed or unaddressed), individual piece weight, number of pieces, rate per piece, total payment amount sent, check or money order#, and name and phone number of person sending the material, and address where receipt can be sent.

**2) Take the material to the specific Capitol Hill building and call the recipient's office to have them come downstairs** and meet the messenger. This method is used when there are a few envelopes (10 or less) that need to be delivered as soon as possible, and works best if the receiving office has been notified of the messenger's impending arrival. We will need the recipient's name, phone number and, if possible, the name of a staffer who has agreed to meet the messenger. If you have deliveries going to 10 or more different rooms, this method cannot be used. Instead use 1) or 3).

**3) Hand-deliver the envelopes directly to the individual rooms.** This method is used when there is a **large quantity of items that need to be delivered as soon as possible**, or if hand-delivery separate from the regular U.S. Mail is desired. **There is a \$300 minimum charge for this service. Advance notice** is strongly suggested. The material **cannot be oversized** and, if in envelopes, **must remain unsealed.** (**Hand-Delivery Distribution service to the U.S. Capitol Building is not available**)



## Capitol Hill Delivery Capabilities (cont'd)

**4) Large distributions to the Senate:** If you have a large quantity of material to be delivered to the Senate, your material may need to be taken to the Senate Mail Screening Facility at 6330 Columbia Park Rd Hyattsville, MD 20785 (6:30am – 3:00pm, 301-583-7030). All requirements from paragraph 1-a above apply here as well.

**5) Large distributions to the House:** If you have a large quantity of material to be delivered to the House, your material may need to be taken to the House Postal Operations facility at 9140 E Hampton Drive Capitol Heights, MD 20743 (8:00am – 5:30pm, 202-225-6000). All requirements from paragraph 1-b above apply here as well.

**6) Delivery of goods directly to Capitol Hill:** If your organization is hosting an event on Capitol Hill and you have a Congressional sponsor, we can deliver your material (including food, goods, etc.) directly to the building with one of our special couriers, provided you have made all the necessary arrangements with Congressional staff and also have an Authorization letter from the member of Congress who is sponsoring your event. This Congressional sponsor must forward the Authorization letter (containing our messenger's information) to the Sargent-at-Arms at least 3 business days prior to delivery date. The material will first go to the Capitol Hill Police Off-Site Delivery Center at 4700 Shepherd Pkwy SW (5:00am – 7:00pm, 202-226-0905) for inspection and screening, and then on to either the Rayburn loading dock or the Dirksen loading dock, depending on which side of the Hill your event is on. There is an additional Freight Vehicle charge applied to these orders, and this type of delivery needs to be scheduled at least 3 business days prior to the event. Please contact us for further information

\*The US Capitol Hill Police considers DVD's and Flash Drives to be a potential security threat because of the possibility of a computer virus being uploaded from the these items.

**If any additional information is required, please contact Paul Hofford at 301-210-3500 ext. 232, Mary Ann Yanka ext. 225 or [wexinfo@washingtonexpress.com](mailto:wexinfo@washingtonexpress.com)**