



## Filing Guidelines

Directory of Washington, DC Metro Area  
Courts & Agencies

**2020**

## Table of Contents

(The information contained in this guide is subject to change without notice. Some of the listed agency names, phone numbers and hours have been hyperlinked to the agency's website for your convenience)

Federal Courts	<a href="#">3</a>
Federal Appellate Courts	<a href="#">3</a>
Bankruptcy Courts	<a href="#">4</a>
Specialty Courts	<a href="#">4</a>
Maryland, Virginia State Appellate Courts	<a href="#">5</a>
Circuit Courts, Maryland and Virginia	<a href="#">5</a>
General District Courts, Maryland and Virginia	<a href="#">8</a>
District of Columbia Courts	<a href="#">10</a>
Patent & Trademark Offices	<a href="#">11</a>
Federal and Legislative Agencies	<a href="#">11</a>
Embassy Information	<a href="#">20</a>

<b>Federal Courts</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Special Considerations</b>
US District Court for the District of Columbia	333 Constitution Ave NW Washington, DC 20001	(202) 354-3000 <a href="http://www.dcd.uscourts.gov/d/">http://www.dcd.uscourts.gov/d/</a>	9 a.m. - 4 p.m. Monday - Friday	Until midnight
US District Court for the Eastern District of Virginia - Alexandria Division Office	401 Courthouse Sq. Alexandria, VA 22314	(703) 299-2100 <a href="http://www.vaed.uscourts.gov/locations/ale.htm">http://www.vaed.uscourts.gov/locations/ale.htm</a>	Clerks Ofc 8:30 a.m. - 5 p.m. Monday - Thursday 8 a.m. - 5 p.m. Friday	Filing Tips
US District Court for the Eastern District of Virginia - Richmond Division Office	701 E Broad St. Richmond, VA 23219	(804) 916-2220 <a href="http://www.vaed.uscourts.gov/locations/ric.htm">http://www.vaed.uscourts.gov/locations/ric.htm</a>	Clerks Ofc 8:30 a.m. - 5 p.m. Monday - Friday	Filing Tips
US District Court for the District of Maryland, Southern Division	6500 Cherrywood Ln Greenbelt, MD 20770	(301) 344-0660 <a href="https://www.mdd.uscourts.gov/courtinfo/divisions.asp">https://www.mdd.uscourts.gov/courtinfo/divisions.asp</a>	9 a.m. - 4 p.m. Monday - Friday	After Hours Drop Box until 7:00 p.m.
US District Court for the District of Maryland, Northern Division	101 W. Lombard St. Baltimore, MD 21201	(410) 962-2600 <a href="https://www.mdd.uscourts.gov/courtinfo/divisions.asp">https://www.mdd.uscourts.gov/courtinfo/divisions.asp</a>	9 a.m. - 4 p.m. Monday - Friday	After Hours Drop Box until 12:00 midnight
<b>Federal Appellate Courts</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Special Considerations</b>
US Court of Appeals for the DC Circuit	333 Constitution Ave NW Suite 5205 Washington, DC 20001	(202) 216-7000 <a href="http://www.cadc.uscourts.gov/internet/home.nsf">http://www.cadc.uscourts.gov/internet/home.nsf</a>	9 a.m. - 4 p.m. Monday - Friday	24hr Self Service Stamp Machine
US Court of Appeals for the 4th Circuit (MD, WV, VA, NC & SC)	1100 E Main St. Suite 501 Richmond, VA 23219	(804) 916-2700 <a href="http://www.ca4.uscourts.gov/">http://www.ca4.uscourts.gov/</a>	8:30 a.m. - 5 p.m. Monday - Friday	Forms and Manuals
US Court of Appeals for the 2nd Circuit (CT, NY, VT)	500 Pearl St. Suite 370 New York, NY 10007	(212) 857-8500 <a href="http://www.ca2.uscourts.gov/home.html">http://www.ca2.uscourts.gov/home.html</a>	9 a.m. - 5 p.m. Monday - Friday	Fee Schedule
US Court of Appeals for the 3rd Circuit (PA, NJ, DE, VI)	601 Market St. 21st Flr. Philadelphia, PA 19106	(215) 597-2995 <a href="http://www.ca3.uscourts.gov/">http://www.ca3.uscourts.gov/</a>	8:30 a.m. - 5 p.m. Monday - Friday	After-hours submissions may be left for filing in the District Court's after-hours file box on the first floor of the courthouse. There is a time-stamp device on the box. Items will be filed as of the date time-stamped
US Court of Appeals for the Federal Circuit	717 Madison PI NW Suite 401 Washington, DC 20001	(202) 275-8000 <a href="http://www.cafc.uscourts.gov/">http://www.cafc.uscourts.gov/</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	Drop Box on H St. open until 12:00 midnight. Stamped copy can be picked up at 12p.m. the next day

<b>Bankruptcy Courts</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Special Considerations</b>
US Bankruptcy Court - DC	333 Constitution Ave NW Suite 1225 Washington, DC 20001	(202) 354-3280 <a href="http://www.dcb.uscourts.gov/dc/b/">http://www.dcb.uscourts.gov/dc/b/</a>	9 a.m. - 4 p.m. Monday - Friday	24 hour after-hours Drop Box
US Bankruptcy Court - VA	200 S Washington St. Suite 100 Alexandria, VA 22314	(703) 258-1200 <a href="https://www.vaeb.uscourts.gov/wordpress/?page_id=87">https://www.vaeb.uscourts.gov/wordpress/?page_id=87</a>	9 a.m. - 4 p.m. Monday - Friday	None
US Bankruptcy Court, District of MD - Baltimore Division	101 W. Lombard St. Suite 8530 Baltimore, MD 21201	(410) 962-2688 <a href="http://www.mdb.uscourts.gov/">http://www.mdb.uscourts.gov/</a>	8:45 a.m. - 4 p.m. Monday - Friday	Monday through Friday 4:00 p.m. until midnight (Excluding holidays)
US Bankruptcy Court, District of MD - Greenbelt Division	6500 Cherrywood Ln Suite 300 Greenbelt, MD 20770	(301) 344-8018 <a href="http://www.mdb.uscourts.gov/">http://www.mdb.uscourts.gov/</a>	8:45 a.m. - 4 p.m. Monday - Friday	Monday through Friday 4:00 p.m. until 7:00 p.m. (Excluding holidays)
<b>Specialty Courts</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Special Considerations</b>
US Dept of Immigration (MD)	31 Hopkins Plaza Suite 440 (Filings) 16th Flr. (DHS) Baltimore, MD 21201	(410) 962-3092 <a href="http://www.justice.gov/eoir/baltimore-immigration-court">http://www.justice.gov/eoir/baltimore-immigration-court</a>	Filings 7:45 a.m. - 11:30 a.m. (Break) 12:30 p.m - 3 p.m. DHS 16th Flr. Drop Box Only	Documents for the DHS can be filed on the 16th Flr. One Way Only. No Stamp Copies
US Dept of Immigration (VA)	1901 S Bell St. Suite 200 (Filings) Suite 900 (DHS) Arlington, VA 22202	(703) 603-1300 <a href="http://www.justice.gov/eoir/arlington-immigration-court">http://www.justice.gov/eoir/arlington-immigration-court</a>	Court 8:30 a.m. - 5:00 p.m. (closed 11:30-12:30 for lunch) Window Hours 8:30 a.m. - 4 p.m.(closed 11:30-12:30 for lunch)	Strongly recommended to arrive by 4 p.m. for same day filing.
US Supreme Court	1 1st St. NE Washington, DC 20543	(202) 479-3011 <a href="http://www.supremecourt.gov/default.aspx">http://www.supremecourt.gov/default.aspx</a>	9 a.m. - 5 p.m. Monday - Friday	File with Guard on 2nd St. until 12:00 midnight. Guards do not stamp copies. They provide 1 sticker which can be affixed to the return copy.
US Supreme Court - Bar Admission	1 1st St. NE Washington, DC 20543	(202) 479-3387 <a href="http://www.supremecourt.gov/bar/baradmissions.aspx">http://www.supremecourt.gov/bar/baradmissions.aspx</a>	8:30 a.m. - 5 p.m. Monday - Friday	Drop Box on 2nd St. File with Guard until 12:00 midnight.
US Tax Court	400 2nd St. NW Washington, DC 20217	(202) 521-0700 <a href="https://www.ustaxcourt.gov/index.htm">https://www.ustaxcourt.gov/index.htm</a>	8 a.m. - 4:30 p.m. Monday - Friday	None
US Court of Appeals for the Federal Circuit	717 Madison PI NW Suite 401 Washington, DC 20006	(202) 275-8000 <a href="http://www.ca9c.uscourts.gov/">http://www.ca9c.uscourts.gov/</a>	8:30 - 4:30 p.m. Monday - Friday	Drop Box on H St. open until 12:00 midnight. Stamped copy can be picked up at 12p.m. the next day
US Court of Federal Claims	717 Madison PI NW Suite 103 Washington, DC 20006	(202) 357-6400 <a href="http://www.uscfc.uscourts.gov/court-directory">http://www.uscfc.uscourts.gov/court-directory</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	Drop Box on H St. open until midnight. Stamped copy can be picked up at 12p.m. the next day

State Appellate Courts	Address	Telephone	Hours	Special Considerations
<a href="#">Court of Appeals for Maryland</a>	361 Rowe Blvd Annapolis, MD 21401	(410) 260-1500 <a href="http://www.courts.state.md.us/coappeals/">http://www.courts.state.md.us/coappeals/</a>	8 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Court of Appeals for Virginia</a>	109 N 8th St. Richmond, VA 23219	(804) 371-8428 <a href="http://www.courts.state.va.us/courts/cav/home.html">http://www.courts.state.va.us/courts/cav/home.html</a>	8:15 a.m. - 4:45 p.m. Monday - Friday	None
Circuit Courts	Address	Telephone	Hours	Special Considerations
<a href="#">Circuit Court for Alexandria City</a>	520 King St. Suite 307 Alexandria, VA 22314	(703) 838-4004 <a href="http://www.courts.state.va.us/courts/circuit/alexandria/home.html">http://www.courts.state.va.us/courts/circuit/alexandria/home.html</a>	9 a.m. - 5 p.m. Monday - Friday	None
<a href="#">Circuit Court for Anne Arundel County</a>	8 Church Circle Annapolis, MD 21404	(410) 222-1397 <a href="http://www.courts.state.md.us/courtsdirectory/annearundel.html">http://www.courts.state.md.us/courtsdirectory/annearundel.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Arlington County</a>	1425 N. Courthouse Rd. Arlington, VA 22201 Civil Suite 6700 Criminal Suite 6100 Probate & Wills Suite 6300 Land Records Suite 6200	(703) 228-7010 <a href="http://www.courts.state.va.us/courts/circuit/arlington/home.html">http://www.courts.state.va.us/courts/circuit/arlington/home.html</a>	Land Records Recording: Monday - Friday 8 a.m. - 3:30 p.m. Clerk Ofc: Monday - Friday 8 a.m. - 4 p.m.	Drop Box is open until 5:00 p.m., but the filing will be Stamped with the following day's date
<a href="#">Circuit Court for Baltimore City</a>	110 N Calvert St. or 111 N Calvert St. or 300 N Gay St. Baltimore, MD 21202	Land Records (410) 333-3760 Criminal (410) 333-3750 Family Division (410) 333-3709 Juvenile (443) 263-6300 Civil (410) 333-3722 <a href="http://www.courts.state.md.us/courtsdirectory/baltimorecity.html">http://www.courts.state.md.us/courtsdirectory/baltimorecity.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	Land Records - Room 610 Criminal Clerk's Office - Room 200 Family Division - Room 109E Juvenile Clerk's Office - Room A3300 Civil Clerk's Office - Room 462E
<a href="#">Circuit Court for Baltimore County</a>	401 Bosley Ave 2nd Flr Towson, MD 21204	(410) 887-2601 <a href="http://www.baltimorecountymd.gov/agencies/circuit/index.html">http://www.baltimorecountymd.gov/agencies/circuit/index.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	Electronic Filings ONLY Civil Department – Call 410-887-2614 Criminal Department – Call 410-887-2625 Juvenile Department – Call 410-887-3836 Land Records (Deeds) – Call 410-887-2650 Licenses – Call 410-887-2607
<a href="#">Circuit Court for Calvert County</a>	175 Main St. Prince Frederick, MD 20678	(410) 535-1660 <a href="http://www.courts.state.md.us/courtsdirectory/calvert.html">http://www.courts.state.md.us/courtsdirectory/calvert.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Caroline County</a>	109 Market St. Denton, MD 21629	(410) 479-1811 <a href="http://www.courts.state.md.us/courtsdirectory/caroline.html">http://www.courts.state.md.us/courtsdirectory/caroline.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Carroll County</a>	55 N. Court St. Westminster, MD 21157	(410) 386-8710 <a href="http://www.courts.state.md.us/courtsdirectory/carroll.html">http://www.courts.state.md.us/courtsdirectory/carroll.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None

Circuit Courts	Address	Telephone	Hours	Special Considerations
<a href="#">Circuit Court for Fairfax County</a>	4110 Chain Bridge Rd. Civil Suite 319 Fairfax, VA 22030	(703) 246-2770 <a href="http://www.courts.state.va.us/courts/circuit/fairfax/home.html">http://www.courts.state.va.us/courts/circuit/fairfax/home.html</a>	8 a.m. - 4 p.m. Monday - Friday Filings 8 a.m. - 4 p.m.	Hard 4:00 p.m. closing time. Clerk can refuse filing even if courier is in line by 4:00 p.m. . Plan accordingly.
<a href="#">Circuit Court for Fauquier County</a>	29 Ashby St. Warrenton, VA 20186	(540) 347-8610 <a href="http://www.courts.state.va.us/courts/circuit/fauquier/home.html">http://www.courts.state.va.us/courts/circuit/fauquier/home.html</a>	8 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Frederick County</a>	100 W. Patrick St. Frederick, MD 21701	(301) 600-1976 <a href="http://www.courts.state.md.us/courtsdirectory/frederick.html">http://www.courts.state.md.us/courtsdirectory/frederick.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Fredericksburg</a>	701 Princess Anne St. Suite 100 Fredericksburg, VA 22404	(540) 372-1066 <a href="http://www.courts.state.va.us/courts/circuit/fredericksburg/home.html">http://www.courts.state.va.us/courts/circuit/fredericksburg/home.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Howard County</a>	8360 Court Ave 1st Flr Ellicott City, MD 21043	(410) 313-2111 <a href="http://mdcourts.gov/circuit/howard/index.html">http://mdcourts.gov/circuit/howard/index.html</a>	8:15 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Loudon County</a>	18 E Market St. Leesburg, VA 20176	(703) 777-0270 <a href="http://www.courts.state.va.us/courts/circuit/loudoun/home.html">http://www.courts.state.va.us/courts/circuit/loudoun/home.html</a>	8 a.m. - 4 p.m. Monday - Friday	None
<a href="#">Circuit Court for Montgomery County</a>	50 Maryland Ave 3rd Flr Rockville, MD 20850	(240) 777-9400 <a href="http://www.montgomerycountymd.gov/circuitcourt/index.html">http://www.montgomerycountymd.gov/circuitcourt/index.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	After hours Drop Box until 12:00 midnight. Drop Box is only 1/2' wide, may need to package in multiple envelopes less than 1/2" thick
<a href="#">Circuit Court for Prince George's County</a>	14735 Main St. Upper Marlboro, MD 20772	(301) 952-3322 <a href="http://www.princegeorgescountymd.gov/sites/circuitcourt/Pages/default.aspx">http://www.princegeorgescountymd.gov/sites/circuitcourt/Pages/default.aspx</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	24 hour self Stamp machine
<a href="#">Circuit Court for Prince William County</a>	9311 Lee Ave. 3rd Flr. Manassas, VA 20110	(703) 792-6015 <a href="http://www.courts.state.va.us/courts/circuit/prince_william/home.html">http://www.courts.state.va.us/courts/circuit/prince_william/home.html</a>	8:30 a.m. - 5 p.m. Monday - Friday Cashier 8:30 a.m. - 4:30 p.m. Land Records 8:30 a.m. - 4 p.m.	Payments accepted until 4:30 p.m.
<a href="#">Circuit Court for St. Mary's County</a>	41605 Courthouse Dr. Leonardtown, MD 20650	(301) 475-7844x 4567 <a href="http://www.mdcourts.gov/circuit/stmarys/index.html">http://www.mdcourts.gov/circuit/stmarys/index.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Spotsylvania County</a>	9115 Courthouse Rd. Spotsylvania, VA 22553	(540) 507-7600 <a href="http://www.courts.state.va.us/courts/circuit/spotsylvania/home.html">http://www.courts.state.va.us/courts/circuit/spotsylvania/home.html</a>	8 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Stafford County</a>	1300 Courthouse Rd. Stafford, VA 22554	(540) 658-8750 <a href="http://www.courts.state.va.us/courts/circuit/stafford/home.html">http://www.courts.state.va.us/courts/circuit/stafford/home.html</a>	8 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">Circuit Court for Washington County</a>	95 W. Washington St. Hagerstown, MD 21740	(301) 733-8660 <a href="http://www.courts.state.md.us/courtsdirectory/washington.html">http://www.courts.state.md.us/courtsdirectory/washington.html</a>	8 a.m. - 4:30 p.m. Monday - Friday	None

Circuit Court for Winchester (Frederick County)	5 N. Kent St. Winchester, VA 22601	(540) 667-5770 <a href="http://www.courts.state.va.us/courts/circuit/winchester/home.html">http://www.courts.state.va.us/courts/circuit/winchester/home.html</a>	9 a.m. - 5 p.m. Monday - Friday	None
Circuit Court for Worcester County	One W. Market St. Snow Hill, MD 21863	(410) 632-5500 <a href="http://www.mdcourts.gov/circuit/worcester/index.html">http://www.mdcourts.gov/circuit/worcester/index.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None

<b>General District Courts Maryland &amp; Virginia</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>Special Considerations</b>
<a href="#">District Court for Anne Arundel County (Annapolis)</a>	251 Rowe Blvd Annapolis, MD 21401	(410) 260-1370 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Anne Arundel County (Glen Burnie)</a>	7500 Gov. Ritchie Hwy Glen Burnie, MD 21601	(410) 260-1800 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Arlington County</a>	1425 Courthouse Rd. Suite 2400 Arlington, VA 22201	(703) 228-7900 <a href="http://www.courts.state.va.us/courts/gd/arlington/home.html">http://www.courts.state.va.us/courts/gd/arlington/home.html</a>	8 a.m. - 4 p.m. Monday - Friday	None
<a href="#">District Court for Baltimore City</a>	5800 Wabash Ave. Baltimore, MD 21215	(410) 878-8000 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Baltimore County</a>	120 E. Chesapeake Ave. 2nd Flr Towson, MD 21286	(410) 512-2000 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Charles County</a>	11 Washington Ave. La Plata, MD 20646	(301) 934-5110 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Prince William County</a>	9311 Lee Ave. 3rd Flr Manassas, VA 20110	(703) 792-6141 <a href="http://www.courts.state.va.us/courts/gd/prince_william/home.html">http://www.courts.state.va.us/courts/gd/prince_william/home.html</a>	8 a.m. - 4 p.m. Monday - Friday	None
<a href="#">District Court for Fairfax County</a>	4110 Chain Bridge Rd. Fairfax, VA 22030	(703) 691-7320 <a href="http://www.courts.state.va.us/courts/gd/fairfax_county/home.html">http://www.courts.state.va.us/courts/gd/fairfax_county/home.html</a>	8 a.m. - 4 p.m. Monday - Friday	None
<a href="#">District Court for Frederick County</a>	100 W. Patrick St. Frederick, MD 21701	(301) 600-2000 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Howard County</a>	3451 Courthouse Dr. Ellicott City, MD 21043	(410) 480-7700 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
<a href="#">District Court for Loudoun County</a>	18 E. Market St. Leesburg, VA 20176	(703) 777-0312 <a href="http://www.courts.state.va.us/courts/gd/loudoun/home.html">http://www.courts.state.va.us/courts/gd/loudoun/home.html</a>	8 a.m. - 4 p.m. Monday - Friday	None
<a href="#">District Court for Montgomery County</a>	191 E. Jefferson St. Rockville, MD 20850	(301) 279-1500 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	After hours Drop Box until 12:00 midnight. Date Stamped for the next day.
<a href="#">District Court for Montgomery County (Satellite Office)</a>	8552 2nd Ave. Silver Spring, MD 20910	(301) 563-8500 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None



District Court for Prince George's County	14735 Main St. Upper Marlboro, MD 20772	(301) 852-4050 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:30 a.m. - 4:30 p.m. Monday - Friday	None
District Court for Prince George's County (Satellite Office)	4990 Rhode Island Ave. Suite 173B Hyattsville, MD 20781	(301) 699-2766 <a href="http://www.courts.state.md.us/district/directories/courtmap.html">http://www.courts.state.md.us/district/directories/courtmap.html</a>	8:15 a.m. - 4:30 p.m. Monday - Friday	None

District of Columbia Courts and Agencies	Address	Telephone	Hours	Special Considerations
DC Court of Appeals	430 E St. NW Suite 115 Washington, DC 20001	(202) 879-2700 <a href="http://www.dccourts.gov/internal/appellate/clerk/main.jsf">http://www.dccourts.gov/internal/appellate/clerk/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Court of Appeals Committee on Admissions	430 E St. NW Suite 123 Washington, DC 20001	(202) 879-2710 <a href="http://www.dccourts.gov/internal/appellate/admincommittee/main.jsf">http://www.dccourts.gov/internal/appellate/admincommittee/main.jsf</a>	9 a.m. - 5 p.m. Monday - Friday	<a href="#">Certificates of Good Standing are now processed by the D.C. Bar. Walk-in requests will only be accepted for Same-Day Service at the D.C. Bar headquarters at 901 4th St NW (3rd Flr). For more information, click here.</a>
DC Superior Court Civil Division	500 Indiana Ave NW Suite 5500 Washington, DC 20001	(202) 879-1133 <a href="http://www.dccourts.gov/internal/superior/org_civil/civilactionsbranch.jsf">http://www.dccourts.gov/internal/superior/org_civil/civilactionsbranch.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Criminal Division	500 Indiana Ave NW Suite 4001 Washington, DC 20001	(202) 879-1373 <a href="http://www.dccourts.gov/internal/superior/org_criminal/main.jsf">http://www.dccourts.gov/internal/superior/org_criminal/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Tax Division	500 Indiana Ave NW Suite 3131 Washington, DC 20001	(202) 879-1737 <a href="http://www.dccourts.gov/internal/superior/taxdivision/main.jsf">http://www.dccourts.gov/internal/superior/taxdivision/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Landlord/Tenant	510 4th St. NW Suite 110 Washington, DC 20001	(202) 879-4879 <a href="http://www.dccourts.gov/internal/superior/org_civil/landlordtenant.jsf">http://www.dccourts.gov/internal/superior/org_civil/landlordtenant.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturdays	Wednesdays: 6:30p.m. - 8:p.m. (protective order payments only)
DC Superior Court Small Claims, Branch and Conciliation	510 4th St. NW Suite 119&123 Washington, DC 20001	(202) 879-1120 <a href="http://www.dccourts.gov/internal/superior/org_civil/smallclaimsbranch.jsf">http://www.dccourts.gov/internal/superior/org_civil/smallclaimsbranch.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday 9 a.m. - 12 p.m. Saturdays	Wednesday 6:30 p.m. - 8 p.m.
DC Superior Court Family Court	500 Indiana Ave NW Suite JM-520 Washington, DC 20001	(202) 879-1212 <a href="http://www.dccourts.gov/internal/superior/org_family/centralintakecenter.jsf">http://www.dccourts.gov/internal/superior/org_family/centralintakecenter.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Self serve date Stamp machine. File until 12:00 midnight.
DC Superior Court Multi Door Dispute Resolution Division	515 5th St NW Suite 105 Washington, DC 20001	(202) 879-1549 <a href="http://www.dccourts.gov/internal/superior/org_multidoor/main.jsf">http://www.dccourts.gov/internal/superior/org_multidoor/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Mediation hrs 9 a.m. to 3:30 p.m.
DC Superior Court Probate Division/ Registrar of Wills	515 5th St. NW 3rd Flr Washington, DC 20001	Probate: (202) 879-4800 Main Office: (202) 879-1799 <a href="http://www.dccourts.gov/internal/superior/org_probate/main.jsf">http://www.dccourts.gov/internal/superior/org_probate/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Family mediation hrs 8:30 a.m. - 6:00 p.m. Tue, Wed, Thur 11:00 a.m. or 1:00 p.m. Sat
DC Superior Court - Domestic Violence Unit	500 Indiana Ave NW Suite 4510 Washington, DC 20001	(202) 879-0157 <a href="http://www.dccourts.gov/internal/superior/org_dvu/main.jsf">http://www.dccourts.gov/internal/superior/org_dvu/main.jsf</a>	8:30 a.m. - 5 p.m. Monday - Friday	Filings and Fees – There are no fees to file a petition, service of process, motion, etc. in the Domestic Violence Unit.

Department of Consumer and  
Regulatory Affairs (DCRA)

1100 4th St. SW  
Washington, DC 20002

(202) 442-4400

8:30 a.m. - 4:30 p.m.  
Monday - Friday  
9:30 a.m. - 4:30 p.m.  
Thursday

None

District of Columbia Courts and Agencies	Address	Telephone	Hours	Special Considerations
DCRA - Tax & Revenue	1100 4th St. SW Suite 270 W. Washington, DC 20002	(202) 727-4829 <a href="http://otr.cfo.dc.gov/">http://otr.cfo.dc.gov/</a>	8:15 a.m. - 5:30 p.m. Monday - Friday	None
DC Recorder of Deeds	1101 4th St. SW 5th Flr. Washington, DC 20002	(202) 727-5374 <a href="http://otr.cfo.dc.gov/service/otr-recorder-deeds">http://otr.cfo.dc.gov/service/otr-recorder-deeds</a>	8:30 a.m. - 3 p.m. Monday - Friday	None
DC Notary Commission and Authentications Section	441 4th St. NW Suite 810 S. Washington, DC 20001	(202) 727-3117 <a href="http://os.dc.gov/page/office-notary-commissions-and-authentications">http://os.dc.gov/page/office-notary-commissions-and-authentications</a>	9 a.m. - 1 p.m. Monday - Friday	15 document limit per firm, per day
DC Office of Zoning	441 4th St. NW Suite 200 S. Washington, DC 20001	(202) 727-6311 <a href="http://www.dcoz.dc.gov/main.html">http://www.dcoz.dc.gov/main.html</a>	8:30 a.m. - 5 p.m. Monday - Friday	New applications must be delivered by 3:00 p.m.
Patent and Trademark Offices	Address	Telephone	Hours	Special Considerations
PTO (401 Dulaney St.) Patents	401 Dulaney St. Alexandria, VA 22314	General Info (571) 272-1000 <a href="http://www.uspto.gov/patent">http://www.uspto.gov/patent</a>	8 a.m. - midnight Monday - Friday	Customer Service Window open until 12:00 midnight.
PTO (600 Dulaney St.) Trademarks	600 Dulaney St. Alexandria, VA 22314	General Info (571) 272-3275 <a href="http://www.uspto.gov/trademark">http://www.uspto.gov/trademark</a>	8:30 a.m. - 5 p.m. Monday - Friday	
Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Administrative Office of the US Courts	1 Columbus Circle NE Washington, DC 20544	Main: (202) 502-2600 Mailroom: (202) 502-1260 <a href="http://www.uscourts.gov/about-federal-courts/judicial-administration">http://www.uscourts.gov/about-federal-courts/judicial-administration</a>	Main: 9 a.m. - 5 p.m. Monday - Friday Mailroom: 7:30 a.m. - 5:00 p.m.	Contact name and direct telephone number are required for all deliveries. No access to Floors.
Agency for International Development	1300 Pennsylvania Ave NW Washington, DC 20523	Locator: (202) 712-0000 Mailroom: (202) 712-0315 <a href="http://www.usaid.gov">www.usaid.gov</a>	8:45 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries. Form required for loading dock access.
Bureau for Alcohol, Tobacco, Firearms and Explosives	99 New York Ave NW Washington, DC 20226	(202) 648-7300 <a href="http://www.atf.gov">www.atf.gov</a>	8:30 a.m. - 5:30 p.m. Monday - Friday Mailroom closes at 4:00 p.m.	No access to Floors. Contact name and direct telephone number are required for all deliveries.
Capitol Building (including House and Senate Office Buildings)	Capitol Hill Washington, DC	Locator: (202) 224-3121 Senate Locator: (202) 224-3207 <a href="http://www.senate.gov">www.senate.gov</a> <a href="http://www.house.gov">www.house.gov</a>	7 a.m. - 7 p.m. Monday - Friday (hours vary for each office)	Pre-arranged deliveries only! Recipient must be expecting delivery and must meet messenger to receive package.
Congressional Acceptance Site (Capitol Hill Trailer)	160 D St NE Washington, DC	(202) 224-5600 (202) 224-9096	8 a.m. - 5:30 p.m. Monday - Friday	Senate deliveries-more than 10 items requires postage. House deliveries-large distributions must be delivered to House Postal Operations in Capitol Heights.

Senate Mail Screening Facility	6330 Columbia Park Rd Hyattsville, MD 20782	(301) 583-7030	6:00 a.m. - 3:30 p.m. Monday - Friday	<a href="#">For bulk mail to Senate. See our website for details.</a>
House Postal Operations	9140 E Hampton Dr Capitol Heights, MD 20743	301-336-6708 202-225-6000	8 a.m. - 5:30 p.m.	<a href="#">For bulk mail to House. See our website for details.</a>

<b>Federal and Legislative Agencies</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>After Hours Provisions</b>
Clerk of the House - Records and Registration	Cannon House Ofc SuiteB-106	(202) 226-5200	9 a.m. - 6 p.m. Monday - Friday	Open until 6 p.m. on the semi-annual filing deadline dates of 2/14 and 8/14. Call for more info.
Secretary of the Senate Office of Public Record	Hart Senate Office Suite232	(202) 224-0322	9 a.m. - 5:30 p.m.	Open later on the semi-annual filing deadline dates of 2/14 and 8/14 - call for more info
Commodity Futures Trading Commission (CFTC)	1155 21st St NW 1st Floor Washington, DC 20581	(202) 418-5000	8 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
<a href="#">US Copyright Office - Library of Congress</a>	101 Independence Ave SE Room 401 Washington, DC 20559	(202) 707-3000 <a href="http://copyright.gov/">http://copyright.gov/</a>	8:30 a.m. - 5 p.m. Monday - Friday	None
<a href="#">US Customs and Border Protection</a>	1300 Pennsylvania Ave NW Washington, DC 20229	Main: (202) 354-1000 Mailroom: (202) 927-0302 <a href="http://www.cbp.gov/contact">http://www.cbp.gov/contact</a>	8:30 a.m. - 5:30 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
<a href="#">Department of Agriculture (USDA)</a>	1400 Independence Ave SW Washington, DC 20250	Locator (202) 720-8732 Mailroom (202) 720-6368 Main (202) 720-2791 <a href="http://dc-directory.hqnet.usda.gov/DLSN ew/CreatePDF.aspx?query=entire">http://dc-directory.hqnet.usda.gov/DLSN ew/CreatePDF.aspx?query=entire</a>	7:30 a.m. - 4 p.m. Monday - Friday	No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
<a href="#">Department of Commerce (DOC)</a>	1401 Constitution Ave NW Washington, DC 20230 ITA Filing Room Suite1870 Mailroom Suite1874	Locator: (202) 482-2000 ITA Filings (202) 482-4920 Mailroom (202) 482-4447	8:30 a.m. - 5 p.m. Monday - Friday	No access to Floors. All deliveries go to mailroom (Room Suite1874)
<a href="#">Department of Defense (DOD)</a>	Pentagon	(703) 545-5700		Due to security guidelines we are unable to make deliveries to this location
<a href="#">Department of Education</a>	400 Maryland Ave SW Washington, DC 20024	(202) 401-2000 <a href="http://www2.ed.gov/about/contacts/gen/index.html?src=ft">http://www2.ed.gov/about/contacts/gen/index.html?src=ft</a>	9 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries beyond mailroom.
<a href="#">Department of Energy (DOE)</a>	1000 Independence Ave SW Washington, DC 20585	Locator: (202) 586-5000 <a href="http://energy.gov/contact-us">http://energy.gov/contact-us</a>	8:00 a.m. - 5:00 p.m. Monday - Friday	No access to Floors. Recipient must come down to receive package from messenger, direct phone number required
<a href="#">Department of Homeland Security Deliveries: Consolidated Remote Delivery</a>	1100 Hampton Park Blvd Capitol Heights, MD 20742	(202) 406-8000 (240) 492-2450 <a href="http://www.dhs.gov/direct-contact-information">http://www.dhs.gov/direct-contact-information</a>	8:00 a.m. - 7:00 p.m. Monday - Friday	None

<p>Department of Justice (DOJ)</p>	<p>Main Building: 950 Pennsylvania Ave NW Washington, DC 20530</p>	<p>Switchboard: (202) 514-2000 <a href="http://www.justice.gov/contact-us">http://www.justice.gov/contact-us</a></p>	<p>8 a.m. - 5:30 p.m. Monday - Friday</p>	<p>Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries.</p>
<p>Department of Justice Premerger Notification Office</p>	<p>Main Building: 450 5th St NW #1100 Washington, DC 20530</p>	<p>(202) 519-2558 <a href="http://www.justice.gov/atr/contact/index.html">http://www.justice.gov/atr/contact/index.html</a></p>	<p>9 a.m. - 5 p.m. Monday - Friday</p>	<p>Office open until 5p.m. Any filings delivered after 5:30 p.m. will not be recorded that day. See our filing tip sheet for more info</p>
<p>Department of Labor (DOL)</p>	<p>200 Constitution Ave NW Washington, DC 20210</p>	<p>(202) 693-6660 <a href="http://www.dol.gov/dol/contact/">http://www.dol.gov/dol/contact/</a></p>	<p>7:30 a.m. - 5:30 p.m. Monday - Friday</p>	<p>Agency has multiple locations. No access to Floors. Contact name and direct telephone number are required for all deliveries.</p>

Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Department of State - Authentications Office	600 19th St NW Washington, DC 20006	(202) 485-8000 <a href="http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html">http://travel.state.gov/content/travel/english/legal-considerations/judicial/authentication-of-documents/requesting-authentication-services.html</a>	8 a.m. - 9 a.m. Monday - Friday	15 document limit per firm, per day See our website at <a href="http://washingtonexpressvisas.com">washingtonexpressvisas.com</a> for detailed information.
Department of Transportation (DOT)	1200 New Jersey Ave, SE Washington, DC 20003	(202) 336-4000 Docket office (202)366-9317 <a href="http://www.transportation.gov/contact-us">http://www.transportation.gov/contact-us</a>	8:30 a.m. - 5 p.m. Monday - Friday Dockets 9 a.m. - 5 p.m.	No access to floors. Contact name, room/suite, or mail stop and direct telephone number required for all deliveries beyond the mail room.
Department of Treasury	1500 Pennsylvania Ave NW Washington, DC 20220 Delivery Site: 701 Masidon PI NW Washington, DC 20005	Main (202) 622-2000 Mailroom (202) 622-1650 <a href="http://www.treasury.gov/connections/Pages/contact-us.aspx">http://www.treasury.gov/connections/Pages/contact-us.aspx</a>	7:30 a.m. - 4:30 p.m. Monday - Friday	All deliveries go to mailroom. No after hours filings.
Department of Employment Services (DOES)	4058 Minnesota Ave Washington, DC 20019	Main: (202) 724-7000 <a href="http://www.does.dc.gov">www.does.dc.gov</a>	8:30 a.m.-4:30 p.m. Monday-Thursday Friday-9:30 a.m.-4:30 p.m	Cannot go past lobby desk. Contact name and phone number required.
Environmental Protection Agency (EPA)	1200 Pennsylvania Ave NW Washington, DC 20004	Main Number: (202) 564-4700	No fixed closing time; depends on whether recipient is there to answer/receive docs	Does NOT have mailroom. Contact name and phone number required. Alternate contacts recommended. If we are unable to reach recipient, filing will not be completed.
Environmental Protection Agency (EPA)	1201 Constitution Ave NW Washington, DC 20004	Main Number: (202) 564-4700	No fixed closing time; depends on whether recipient is there to answer/receive docs	Does NOT have mailroom. Contact name and phone number required. Alternate contacts recommended. If we are unable to reach recipient, filing will not be completed.
Environmental Protection Agency (EPA)	2777 S Crystal Dr Arlington, VA 22202-3553	Main Number: (202) 564-4700 Docket Facility: (703) 305-5805	8:30 a.m.-4:30 p.m. Monday-Thursday Friday-8:30 a.m.-4:00 p.m	No direct phone # or recipient needed, everything goes to loading dock mailroom who accepts the packages. *There is 25-30 minute "registration" process for couriers who are filing there for the 1st time.
Federal Aviation Administration (FAA)	800 Independence Ave SW Washington, DC 20591	(202) 267-2484 <a href="http://www.faa.gov/contact/">http://www.faa.gov/contact/</a>	6 a.m. - 6 p.m. Monday - Friday	No access to Floors All deliveries beyond mailroom require contact name and direct phone number.
Federal Communication Commission (FCC)	445 12th St NW Washington, DC 20024	(888) 225-5322 <a href="https://www.fcc.gov/contact-us">https://www.fcc.gov/contact-us</a>	8 a.m. - 7 p.m. Monday - Friday	Filings may not be in envelopes. <a href="#">(Click here for Filing Instructions)</a>
Federal Deposit Insurance Corporation (FDIC)	550 17th St NW Washington, DC 20429	(877) 275-3342	8 a.m. - 5 p.m. Monday - Friday Mailroom: 7:30 a.m. - 5 p.m.	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Federal Election Commission (FEC)	1050 First St NE Washington, DC 20463	(202) 694-1000 <a href="http://www.fec.gov/about/offices/offices.shtml">http://www.fec.gov/about/offices/offices.shtml</a>	9 a.m. - 5 p.m. Monday - Friday	No after hours filing. No access to Floors



Federal Energy Regulatory Commission (FERC)	888 1st St NE Washington, DC 20426	(202) 502-8200 <a href="http://www.ferc.gov/contact-us/tel-num.asp">http://www.ferc.gov/contact-us/tel-num.asp</a>	8 a.m. - 5 p.m. Monday - Friday	No access to Floors All deliveries beyond DropBox require contact name and direct phone number.
Federal Housing Finance Agency (FHFA)	400 7th St SW Washington, DC	(202) 649-3800 Loading Dock: (630) 201-6368 <a href="https://www.fhfa.gov/AboutUs/Contact">https://www.fhfa.gov/AboutUs/Contact</a>	8 a.m. - 5 p.m. Monday - Friday Loading Dock: 5 a.m. - 9 p.m.	No after hours filing. No access to Floors. Contact name and direct phone number are required for all deliveries
Federal Maritime Commission (FMC)	800 N Capitol St NW Washington, DC 20573	(202) 523-5725 <a href="http://www.fmc.gov/about/contact_us.aspx">http://www.fmc.gov/about/contact_us.aspx</a>	8:30 a.m. - 5 p.m. Monday - Friday	None
Federal Mine Safety and Health Review Commission	1331 Pennsylvania Ave NW Suite 520N Washington, DC 20004	(202) 434-9900 <a href="https://www.fmshrc.gov/">https://www.fmshrc.gov/</a>	8:30 a.m. - 5 p.m. Monday - Friday	None
Federal Register	732 N Capitol St NW Suite735 Washington, DC 20002	(202) 741-6000 <a href="https://www.federalregister.gov/policy/about-us">https://www.federalregister.gov/policy/about-us</a>	8:45 a.m. - 5:15 p.m. Monday - Friday	2PM deadline for inclusion in the next day's publication

Federal and Legislative Agencies	Address	Telephone	Hours	After Hours Provisions
Federal Trade Commission (FTC)	600 Pennsylvania Ave NW Washington, DC 20004 Premerger: 400 7th St SW Washington, DC 20024	Main (202) 326-2222 Locator (202) 326-2000 Premerger (202) 326-3100 <a href="https://www.ftc.gov/contact">https://www.ftc.gov/contact</a>	9 a.m. - 5 p.m. Monday - Friday	Many FTC staff members have moved to 400 7th St SW. Verify before sending. All filings are done at 400 7th St SW.
FTC Premerger Notification Office	400 7th St SW Suite 5301 Washington, DC 20024	(202) 326-3100 <a href="https://www.ftc.gov/contact">https://www.ftc.gov/contact</a>	8:30 a.m. - 4:50 p.m. Monday - Friday	No filings accepted after 4:50pm See our tip sheet for preparing these filings
Financial Industry Regulatory Agency (FINRA)	1735 K St NW Washington, DC 20006	(202) 728-8000 Loading Dock (202) 728-8213 <a href="http://www.finra.org/contact-finra">http://www.finra.org/contact-finra</a>	8 a.m. - 6 p.m. Monday - Friday Loading Dock closes at 5:35p.m. (Some offices close earlier)	No after hours filing. No access to Floors. Agency has multiple locations. Contact name and direct phone number are required for all deliveries
Food and Drug Administration (FDA)	5600 Fishers Lane Rockville, MD 20852	Main (301) 796-3400	8 a.m. - 4:30 p.m. Monday - Friday	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Food and Drug Administration (FDA)	7620 Standish Pl Rockville, MD 20855	Main (301) 796-3401	9 a.m. - 4:00 p.m. Monday - Friday	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Food and Drug Administration (FDA)	5901 Ammendale Rd Beltsville, MD 20705	(301) 796-3400	8 a.m.-4:30 p.m. Monday-Friday	No contact name or phone number needed. Everything goes to loading dock mailroom who accepts the packages.
Food and Drug Administration (FDA) White Oak Campus	10903 New Hampshire Ave Silver Spring, MD 20903	1-888-463-6332	Various divisions have various closing times which need to be confirmed by the client prior to submitting the filing request with the courier.	Bldg 52 (receives deliveries for buildings 52, 51 & 31) loading dock staff will contact recipient who may come to loading to pick up or escort courier to recipient's room. IF recipient is not available, loading dock staff WILL NOT accept package.
Government Accountability Office (GAO)	441 G St. NW Washington, DC 20548	Locator (202) 512-3000 <a href="http://www.gao.gov/about/location/">http://www.gao.gov/about/location/</a>	6 a.m. - 7 p.m. Monday - Friday	Contact name and direct telephone number are required for all deliveries. No access to Floors. Mailroom on 4th St. side.
General Services Administration (GSA)	1800 F St NW Washington, DC 20405 General Counsel 1275 1st St. NE Washington, DC 20002	Locator (202) 708-5082	8 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries
Health and Human Services (HHS)	200 Independence Ave SW Washington, DC 20201	Locator (800) 688-9889 <a href="http://www.hhs.gov/about/hhs-headquarters/index.html">http://www.hhs.gov/about/hhs-headquarters/index.html</a>	8:30 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries

Housing and Urban Development (HUD)	451 7th St SW Washington, DC 20201	Main (202) 708-1112 Locator (202) 401-0388 <a href="https://portal.hud.gov/hudportal/HUD?src=/contact">https://portal.hud.gov/hudportal/HUD?src=/contact</a>	8:30 a.m. - 5 p.m. Monday - Friday	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries
Internal Revenue Service (IRS)	1111 Constitution Ave NW Washington, DC 20224 Walk In Office: 500 N. Capitol St NW Washington, DC 20221	(202) 622-8600 <a href="http://www.irs.gov">www.irs.gov</a> Walk In: (202) 894-6748	8:00 a.m. - 4:00 p.m. Monday - Friday	No after hours filing. No access to Floors. Agency has multiple locations. Contact name and direct phone number are required for all deliveries
International Trade Commission (ITC)	500 E St SW Washington, DC 20436 Filing Room Suite112-A Mailroom Suite119	Locator (202) 205-2000 Dockets (202) 205-1802 Mailroom (202) 205-2796	Filing Room 8:45 a.m. - 5:15 p.m. Mailroom 8:00 a.m. - 5:15 p.m. DropBox till 6:00 p.m.	No after hours filing. No access to Floors. Drop Box until 6:00pm, will be stamped with next day's date.
National Aeronautics and Space Administration (NASA)	300 E St SW Washington, DC 20001	(202) 358-0000	7:30 a.m. - 4:30 p.m. Monday - Friday Some offices open until 5p.m.	Agency has multiple locations. No access to Floors. Contact name and direct phone number are required for all deliveries

<b>Federal and Legislative Agencies</b>	<b>Address</b>	<b>Telephone</b>	<b>Hours</b>	<b>After Hours Provisions</b>
Office of the Comptroller of the Currency (OCC)	400 7th St SW Washington, DC 20024	(202) 874-5000	8 a.m.-5:30 p.m.	No access to Floors. Contact name and direct phone Suite are required for all deliveries beyond mailroom
Office of Thrift Supervision (OTS)	1700 G St NW Washington, DC 20552	(202) 906-6000	8:30:00 a.m. - 5 p.m. Monday - Friday	No access to Floors. No after-hours filing.
Securities and Exchange Commission (SEC)	100 F St NE Washington, DC 20549	Main (202) 942-8088 Locator (202) 942-4150 Filing Room (202) 551-7200	8 a.m. - 5:00 p.m. Monday - Friday	No access to Floors. No after-hours filing. All deliveries go to mailroom on H St side.
Small Business Administration (SBA)	409 3rd St SW 2nd Flr Washington, DC 20416	Main 202-205-8800 Locator (202) 205-6600 <a href="https://www.sba.gov/">https://www.sba.gov/</a>	8 a.m. - 4:30 p.m. Monday - Friday	Agency has multiple locations. No access to Floors.
Surface Transportation Board (STB)	395 E St SW Washington, DC 20260	(202) 268-2000 Filings: 202-245-0350 <a href="http://www.stb.dot.gov/stb/index.html">http://www.stb.dot.gov/stb/index.html</a>	8:30 a.m. - 5 p.m. Monday - Friday	For express company and private courier deliveries, use ZIP CODE 20024. Use of incorrect ZIP Code may result in additional express company delivery charges
US Postal Service (USPS)	475 L'Enfant Plaza SW Washington, DC 20260	(202) 268-2000	7:30 a.m. - 4 p.m. Monday - Friday Loading dock hours, other offices may be open later	No access to floor after 4:00 p.m. Recipient must meet messenger to receive package.
US Trade Representative (USTR)	600 17th St. NW Washington, DC 20006	(202) 395-8787 <a href="https://ustr.gov/">https://ustr.gov/</a>		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site
White House/Old Executive Office Building (OEOB)	1600 Pennsylvania Ave NW Washington, DC 20500	(202) 456-1414 Mailroom (202) 395-7005		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site
White House/New Executive Office Building (NEOB)	725 17th St. NW Washington, DC 20506	Mailroom (202) 395-4722		Messenger deliveries are not permitted here. Must go to Homeland Security Drop-site

Embassies	Address	Telephone	Hours	Special Considerations
Brazil	Consulate: 1030 15th St. NW Washington, DC 20005 Embassy: 3006 Massachusetts Ave NW Washington, DC 20008	(202) 461-3000 (202) 238-2700 <a href="http://brazil.embassy-online.net/Brazil-Embassy-Washington-DC.php">http://brazil.embassy-online.net/Brazil-Embassy-Washington-DC.php</a>	8:30 am -1pm Drop-off	Contact our Visa Division at (202) 393-3030 or visit our website
China	2201 Wisconsin Ave NW Washington, DC 20007	(202) 338-6688 <a href="http://www.china-embassy.org/eng/visas/zgqz/">http://www.china-embassy.org/eng/visas/zgqz/</a>	10 am -12:30 pm Drop-off 1:30 pm -3:30 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
India	2536 Massachusetts Ave NW Washington, DC 20008	Telephone (202) 939-7000 On Visa matters (202) 939 9888 On Passport and Misc Services (202) 939 9864 <a href="http://www.indianembassy.org">www.indianembassy.org</a>	10 am -12:30 pm	Contact our Visa Division at (202) 393-3030 or visit our website
Japan	2520 Massachusetts Ave NW Washington, DC 20008	202-238-6700 (Main) 202-238-6800 (Visa) <a href="http://www.us.emb-japan.go.jp/english/html/embassy/embassy_index.htm">http://www.us.emb-japan.go.jp/english/html/embassy/embassy_index.htm</a>	Embassy 9 am -12:30 pm Drop-off 2 pm -5:30 pm Pick-up Consular 9:15 am - 12:30 pm 1:30 pm - 4:30 pm	None
Republic of Korea	2450 Massachusetts Ave NW Washington, DC 20008	(202) 939-5600 <a href="http://usa.mofa.go.kr/english/am/usa/main/index.jsp">http://usa.mofa.go.kr/english/am/usa/main/index.jsp</a>	9 am -12 pm Drop-off 1:30 pm -5:30 pm Pick-up	None
Kuwait	2940 Tilden St. NW Washington, DC 20008	(202) 966-0702 <a href="http://www.kuwaitembassy.us/">http://www.kuwaitembassy.us/</a>	9:30 am -1 pm	None
Pakistan	3517 International Ct NW Washington, DC 20008	(202) 243-6500 <a href="http://www.embassyofpakistan-usa.org/consular-services_hours.php">http://www.embassyofpakistan-usa.org/consular-services_hours.php</a>	9:30 am -12:30 pm Drop-off 3 pm -4:30 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Philippines	1600 Massachusetts Ave NW Washington, DC 20036	(202) 467-9300 <a href="http://www.philippineembassy-usa.org/philippines-dc/contact-us-dc/">http://www.philippineembassy-usa.org/philippines-dc/contact-us-dc/</a>	9 am -12:30 pm Drop-off 3 pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Russia	Visa applications must be submitted to: Invisa 2650 Wisconsin Ave NW Washington, DC 20008	(202) 939-8907 (202) 939-1318 <a href="http://www.russianembassy.org">www.russianembassy.org</a>	9 am -12:30 pm Drop-off 2 pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Saudi Arabia	601 New Hampshire Ave NW Washington, DC 20037	(202) 342-3800 <a href="http://www.saudiembassy.net">www.saudiembassy.net</a>	Individuals, diplomatic, official passports 9:30 am -11:30 pm Drop-off 1:00 pm-3:00pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website

Embassies	Address	Telephone	Hours	Special Considerations
Thailand	1024 Wisconsin Ave NW Washington, DC 20037	(202) 944-3600 <a href="http://thaiembdc.org/contact/">http://thaiembdc.org/contact/</a>	9am -12:30 pm Drop-off 2pm -5 pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website
Ukraine	3350 M St NW Washington, DC 20007	(202) 349-2963 <a href="http://usa.mfa.gov.ua/en/embassy/contacts">http://usa.mfa.gov.ua/en/embassy/contacts</a>	Embassy 9 am - 6 pm Consular 9 am - 12 pm	None
United Arab Emirates	3522 International Ct NW Washington, DC 20008	(202) 243-2400 <a href="http://www.uae-embassy.org/embassy/consulate-services">http://www.uae-embassy.org/embassy/consulate-services</a>	Monday to Thursday 9:30 am - 1 pm Friday 9:30 am - 12:30 pm	No visa required for visits less than one month.
Vietnam	1233 20th St NW Washington, DC 20036	(202) 861-0737 <a href="http://www.vietnamembassy-usa.org">www.vietnamembassy-usa.org</a>	9:30 am - 12:30 pm 2:00 pm - 5:00pm Pick-up	Contact our Visa Division at (202) 393-3030 or visit our website