



Capitol Hill Delivery Capabilities

Washington Express uses 5 methods to make deliveries to official Capitol Hill:

1) Deliver the material to the Congressional Acceptance Site at 160 D St NE (8:30am - 5:30pm), where the material is collected and sent out for inspection and irradiation. This is the officially sanctioned method of delivery for Capitol Hill offices. After the material is delivered here, it takes approximately 24 - 48 hours to reach its destination. This method is used for **material that does not require immediate delivery**. The C.A.S. only takes paper (no goods, items, perishables of any kind or DVD's*) and **all envelopes must remain unsealed**. There are separate facilities for handling Senate and House mail, and the two sides have different phone numbers and **different payment requirements**:

a) Senate: (202) 224-5600

There are no special requirements for 10 or fewer envelopes. If there are **more than 10 envelopes, \$0.44 postage per piece is required** and heavier envelopes require additional postage (US Postal Svc rates). Payment must be in the form of stamps, postal meter strip or money order made payable to the U.S. Postmaster (no cash or checks). Also, a cover letter is suggested with more than 10 pieces and it should state: requested distribution, number of pieces, rate per piece, total money sent and name and phone number of the person sending the material.

b) House: (202) 224-7007

There are no special requirements for 10 or fewer envelopes. If there are **more than 10, the material CANNOT be in envelopes and \$0.13 postage per piece is required (\$0.10 if unaddressed)**. Heavier envelopes (more than 1 ounce) will require additional postage (call 301-336-8820 for these rates). Payment must be by money order or check (company, personal, cashiers, etc) made payable to the United States Treasury (no cash, stamps or postage meter strip). Also, a cover letter is required with more than 10 pieces. It needs to be on company or personal letterhead and include: type of distribution (addressed or unaddressed), individual weight of the pieces, total number of pieces, rate per piece, total money sent, check or money order#, name and ph# of contact person with authorizing signature, and address where receipt can be mailed.

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**. This works best if the receiving office has been notified of the messenger's impending arrival. We need the recipient's name, phone number and, if possible, the name of a staffer who has agreed to meet the messenger.

3) Hand-deliver the envelopes directly to the individual rooms. This method is used when there is a **large (more than 10) quantity of envelopes that must be delivered as soon as possible**, or if hand-delivery separate from the regular U.S. Mail is desired. **There is a \$200 minimum charge for this service**. **Advance notice** is strongly requested. Without advance notice, we may not be able to perform this service on demand. The envelopes **cannot be oversized** (larger than 9" x 12" x 1/8"), and **must remain unsealed**. We do not require phone numbers on the envelopes, but for pricing purposes we will need to know the number of rooms (as opposed to number of envelopes) that we will be delivering to in each building. **Hand-Delivery Distribution service to the Capitol Building is not available**. We do not obtain proof-of-delivery (signature on manifest) for these distributions.



Capitol Hill Delivery Capabilities (cont'd).

4) Large distributions to the House side. If you have a very large quantity of material to be delivered to the House side, you may need to have your material taken to the House Postal Operations facility at 9140 E Hampton Drive Capitol Heights, MD 20743 (8:00am – 7:00pm, 301-336-6708). In addition to all of the House requirements from paragraph 1-b above, material delivered here **cannot be in envelopes** at all, and can not be DVD's*.

5) Delivery of goods directly to Capitol Hill If your organization is having an event on Capitol Hill and you have a Congressional sponsor, we can take your material (including food, goods, etc.) to the buildings with one of our drivers who are already registered with the US Capitol Hill Police, provided that you have made all the necessary arrangements with the appropriate Congressional staff members, etc. and have a proper authorization letter from the member of Congress that is sponsoring your event. The material will first go to the Capitol Hill Police Off-Site Delivery Center at 4700 Shepherd Pkwy SW (5:00am – 2:00pm, 202-226-0905) for inspection and screening, and then on to either the RHOB loading dock or the DSOB loading dock, depending on which side of the Hill your event is on.

*DVD's cannot be delivered to Capitol Hill using options 1 or 4. The USCHP considers DVD's to be a security threat because of the possibility of a computer virus being uploaded from the DVD.

If any additional information is required, please contact Paul Hofford at 301-210-3500 ext 232 or paul.hofford@washingtonexpress.com