



Date

Name of Visitor

Dear _____:

This is to confirm your visit to CIA Headquarters on **[Date]** at **[Time]** to visit CIA Museum.

Please be sure you arrive to check in at the CIA Visitor Control Center (VCC) off Route 123(CIA Main Entrance) 15 minutes prior to the visit. This will allow time for security processing and travel time onto the compound. After receiving your badge at the VCC, you will be directed to the VIP (Blue) lot in front of the Original Headquarters Building. Parking there is space available; if the lot is full please park anywhere on the compound as signage indicates. Please call me from the lobby when you arrive and I'll meet you there where we will start the tour.

On the day of your visit, all visitors **must** bring current identification bearing your photograph. US Passport, military ID or valid driver's license being the only forms of ID accepted. Additionally, we remind our visitors that **photographing CIA facilities is prohibited and that no cameras, cellular phones or other electronic devices may be brought onto the Agency compound.**

I appreciate your assistance with these preparations and look forward to seeing you. If you have any questions prior to your visit, please do not hesitate to contact me at

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Sincerely,

Toni L. Hiley
Director, CIA Museum
Central Intelligence Agency
930 Dolly Madison Blvd.
McLean, VA 22101

Mailing address: CIA Museum

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Washington, DC 20505