

West Point Tours Inc

P.O Box 268, Highland Falls, NY 10928
Tel: 845-446-4724 Fax: 845-446-1205 www.westpointtours.com

SECURITY MANIFEST INSTRUCTIONS

Due to security regulations at West Point, governing all visitors to the United States Military Academy, you will need to submit a security manifest. **Security requires all manifests submitted on the form we provide. Do not alter it in any way.** A copy of the manifest is enclosed. Groups will be denied a tour without a properly submitted manifest. Failure to submit a manifest in advance, or incomplete manifests, will delay the start of your tour. That time will be deducted from your tour.

The completed manifest must either be e-mailed to info@westpointtours.com or faxed to our office, 845-446-1205, a MINIMUM of 3 days prior to the tour date.

INFORMATION IN EVERY COLUMN ON THE MANIFEST MUST BE FILLED IN FOR EVERY GUEST EXCEPT TYPE OF ID FOR THOSE UNDER 17

Please note: The minimum requirement of chaperones to minor students is 1 for every 10.

FILLING IN THE MANIFEST:

Please fill in all the requested information on the top of the manifest sheet

1. **Charter #** is **OUR 4 digit** located on the top right hand corner of the charter/invoice/receipt we emailed you. Please do not put charter #'s from a bus company you reserved your bus from.
2. The **Tour Date** and **Tour Time** refer to the day and time your tour is scheduled to begin.
3. The **Company/School** refers to the company, school, organization or group name that the reservation was booked under with West Point Tours. Do not use a group name, if it was booked using a travel or tour company name. Do not use a bus company name you are using for transportation unless it was booked with that name.
4. The **Address** is the address of the organization who booked the tour with our office.
5. The **Leader name and number** refer to the person you have assigned who will be the point of contact on the bus for your tour.

6. The **Driver Name** information can be filled in on the day of the tour when you arrive. Bus companies often do not assign drivers and specific vehicles until very close to the date of the trip.

Tour Participant Information.

1. Name: First and Last
2. Date of Birth: M/D/Year
3. Gender: F (female) or M (male)
4. Type of Photo ID – DL(driver’s license), PP(passport), Permit, HS ID(photo required), MILID (military ID)
5. Country or State of ID issue

PLEASE REMEMBER THAT ALL PERSONS, 17 YEARS OF AGE AND OLDER, ENTERING WEST POINT ARE REQUIRED TO BRING GOVERNMENT ISSUED PHOTO ID: (Drivers License, DL Permit, Passport, U.S. High School ID) NO photocopies are accepted.

INTERNATIONAL VISITOR’S MUST BRING ORIGINAL PASSPORTS.

Additions and Deletions to the Manifest after it has been sent to us.

Once submitted, any additions, deletions or changes must be done directly with the guide on the day of the tour. The escort should have a copy of the manifest when they arrive indicating those changes and advise the tour guide.

DIRECTIONS AND PARKING

West Point Visitors Center
2107 New South Post
Highland Falls, NY 10928

The Visitors Center is located off Main Street in Highland Falls, approximately 50 yards *before* the main gate (Thayer Gate) entrance of West Point. There is a large Sherman Tank at the entrance to the free parking lot. **Please note:** Depending on the starting point, GPS directions may route you through main post which requires authorization. Please check that your directions enter through Main Street in Highland Falls, NY, towards Thayer Gate.

Thank you very much for choosing West Point Tours. If we may assist you in any other way please feel free to call us at 845-446-4724.