

West Point Tours *inc.*

SECURITY MANIFESTS ARE DUE 10 BUSINESS DAYS PRIOR TO TOUR DATE. PLEASE REVIEW THE CRITERIA ON **BOTH** PAGES TO COMPLETE AND SUBMIT CORRECTLY

West Point is an active-duty military post therefore all guests 18 years of age and older are required to submit accurate ID information on the manifest which security will use to run a background check. Guests under 18 do not need to be on the manifest however, the total number of guests under 18 must be noted in the box on the top of the form.

Incomplete, late, or manifests on the wrong form will be rejected and the group will be denied entry to West Point.

Tour costs are not refunded for failure to properly submit a manifest.

Additions to the Manifest After It Has Been Sent to Us

Once submitted you cannot submit a new manifest. Any additions must report to security in the basement of the Visitor Center on the day of your tour to receive an on-site background check prior to riding the tour. The escort needs to provide the approvals from security for those guests to our guide.

Tour times are not extended if started late for any reason.

CHAPERONES

Groups must provide their own Chaperone's at a minimum as follows:

Elementary and Middle School age: 1 for every 8 students

High School age: 1 for every 10 students.

- Handwritten manifests are not accepted. This PDF is formatted to be typed into. After typing into it, save it to your computer, reply to your confirmation/invoice email, and attach it there.
- Tour Leader must be #1 and Bus driver (if available #2). **Bus drivers will need to show their Drivers Licenses of the day of the tour to be scanned and do not have to be on the manifest if you don't yet have their information.** Please confirm in your reply email, not on the form, your tour leader and driver's name.
- **Do not remove highlighted cells or alter the manifest in any way other than as described on these instructions.**

FILL IN ALL REQUESTED INFORMATION ON THE TOP OF THE MANIFEST

Information is to be typed into the blank box next to the requested information.

1. **Charter #** is **OUR 5-digit** located on the top right-hand corner of the charter/invoice/receipt we emailed you. **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 noted on our confirmation.
3. The **Group/Company name** refers to the company, school, organization, or group name that the reservation was booked under and which is also on the confirmation. **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. **# of passengers under 18**

Tour and ID Information on Manifest-all columns are required as noted below

1. **Type of ID: US Citizens:** DL=Driver's License, DMV ID, Permit, MilID, Passport
2. **International Visitors:** Passport (must provide Visa in person if applicable).
3. **State or Country Abbreviation** of ID issue
4. **ID # exactly as noted on ID listed above**
5. **Date of Birth:** Month/Day/Year
6. **Gender:** As noted on official government ID M or F or X

Please ensure this information is correct as a guest will be denied entry if they fail the background check due to human error during the input, illegible information, or any of the reasons mentioned on page 2.

WEST POINT SECURITY BACKGROUND CHECK

All guests must provide the same ID the day of the tour (no photocopies accepted, no exceptions). Reservations will be cancelled, or a guest refused a tour if information is missing or inputted incorrectly and/or security will deny access to West Point based on any of the following reasons.

1. NCIC-III contains criminal arrest information about the individual that causes the senior commander to determine that the person presents a threat to the good order, discipline, or health and safety of the installation.
2. A claimed identify that cannot be verified based on the reasonable belief that the person submitted fraudulent identity information in the attempt to gain access.
3. Current arrest warrant in NCIC, regardless of the offense or violation.
4. Current bar from entry or access to a federal installation or facility.
5. Conviction of crimes encompassing sexual assault, armed robbery, rape, child molestation, production or possession of child pornography, trafficking in humans, or drug possession with intent to sell or distribute.
6. Conviction for espionage, sabotage, sedition, treason, terrorism, or murder.
7. Being a registered sex offender.
8. Felony conviction within the last ten years regardless of the offense or violation.
9. Felony conviction for a firearms or explosives violation regardless of when the conviction occurred.
10. Engaged in acts or activities designed to overthrow the U.S. Government by force. Been identified in the NCIC KST file or TSDB report as known to be, or is suspected of being, a terrorist or belonging to an organization with known links to terrorism or support of terrorist activity. Installation access control personnel will strictly follow the FBI's published engagement protocols.