



REALLY
we **▲** deliver!

Filing Guidelines

Directory of Washington, DC Metro Area
Courts & Agencies

2012



Table of Contents

(The information contained in this guide is subject to change without notice)

Federal Courts.....	3
Federal Appellate Courts.....	3
Bankruptcy Courts.....	4
Specialty Courts.....	4
Maryland, Virginia State Appellate Courts.....	4
Circuit Courts, Maryland and Virginia.....	4
General District Courts, Maryland and Virginia.....	8
District of Columbia Courts.....	9
Patent & Trademark Offices.....	10
Federal and Legislative Agencies.....	11
Embassy Information.....	15



Federal Courts	Address	Telephone	Hours	Special Considerations
US District Court for the District of Columbia	333 Constitution Ave NW #1225 Washington, DC 20001	(202) 354-3000 www.dcd.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	Until 12:00 Midnight. Self Serve date stamp machine
US District Court for the Eastern District of Virginia - Alexandria Division Office	401 Courthouse Square 2nd Fl Alexandria, VA 22314	(703) 299-2100 www.vaed.uscourts.gov	Clerk 8:30 AM - 5:00 PM Monday - Friday Court 8:00 AM - 5:00 PM	None
US District Court for the Eastern District of Virginia - Richmond Division Office	701 East Broad St. #300 Richmond, VA 23219	(804) 916-2220 www.vaed.uscourts.gov	8:30 AM - 5:00 PM Monday - Friday	None
US District Court for the District of Maryland, Southern Division	6500 Cherrywood Lane #240 Greenbelt, MD 20770	(301) 344-0660 www.mdd.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	After Hours drop box until 7:00 PM
US District Court for the District of Maryland, Northern Division	101 West Lombard Street Suite 4415 Baltimore, MD 21201	(410) 962-2600 www.mdd.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	After Hours drop box until 12:00 midnight
Federal Appellate Courts				
US Court of Appeals for the DC Circuit	333 Constitution Ave NW #5523 Washington, DC 20001	(202) 216-7000 www.cadc.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	Until 12:00 Midnight. Self Serve date stamp machine
US Court of Appeals for the 4th Circuit (MD, WV, VA, NC & SC)	1100 East Main Street #501 Richmond, VA 23219	(804) 916-2700 www.ca4.uscourts.gov	8:30 AM - 5:00 PM Monday - Friday	None
US Court of Appeals for the 2nd Circuit (CT, NY, VT)	500 Pearl Street #370 New York, NY 10007	(212) 857-8500 www.ca2.uscourts.gov	8:30 AM - 5:00 PM Monday - Friday	After Hours drop box until 12:00 midnight
US Court of Appeals for the 3rd Circuit (PA, NJ, DE, VI)	601 Market Street #21400 Philadelphia, PA 19106	(215) 597-2995 www.ca3.uscourts.gov	8:30 AM - 5:00 PM Monday - Friday	After Hours drop box until 12:00 midnight
US Court of Appeals for the Federal Circuit	717 Madison Pl NW #401 Washington, DC 20001	(202) 275-8000 www.fedcir.gov	9:00 AM - 5:00 PM Monday - Friday	Drop Box on H Street open until 12:00 Midnight. Stamped copy can be picked up at 12PM the next day
Bankruptcy Courts				
US Bankruptcy Court - DC	333 Constitution Ave NW #1225 Washington, DC 20001	(202) 354-3280 www.dcb.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	Until 12:00 Midnight. Self Serve date stamp machine
US Bankruptcy Court - VA	200 South Washington Street Suite 100 Alexandria, VA 22314	(703) 258-1200 www.vaeb.uscourts.gov	9:00 AM - 4:00 PM Monday - Friday	
US Bankruptcy Court, District of MD - Baltimore Division	101 West Lombard Street #8530 Baltimore, MD 21201	(410) 962-2688 www.mdb.uscourts.gov	8:00 AM - 4:00 PM Monday-Friday	After Hours drop box until 12:00 midnight
US Bankruptcy Court, District of MD - Greenbelt Division	6500 Cherrywood Lane #300 Greenbelt, MD 20770	(301) 344-8018 www.mdb.uscourts.gov	8:00 AM - 4:00 PM Monday-Friday	After Hours drop box until 7 PM

Specialty Courts				
US Dept of Immigration	31 Hopkins Plaza #440 (filings) 16th Floor Immigration Dept Baltimore, MD 21201	(410) 962-3092 www.ucis.gov	Filings 8:00 AM - 4:30 PM 16th Flr 8:00 AM- 3:30 PM	None
US Supreme Court	1 1st St NE #30 Washington, DC 20543	(202) 479-3011 www.supremecourtus.gov	9:00 AM - 4:30 PM Monday - Friday	File with Guard on 2nd Street until 12:00 Midnight. Guard will stamp copy if asked by messenger.
US Supreme Court - Bar Admission	1 1st St NE Washington, DC 20543	(202) 479-3387 www.supremecourtus.gov/bar/bar admissions.html	8:30 AM - 4:30 PM Monday - Friday	Drop Box on 2nd Street. File with Guard until 12:00 Midnight.
US Tax Court	400 2nd St NW Washington, DC 20217	(202) 521-0700 www.ustaxcourt.gov	8:00 AM - 4:30 PM Monday-Friday	None
US Court of Federal Claims	717 Madison Pl NW #103 Washington, DC 20001	(202) 357-6400	8:45 AM - 5:15 PM Monday-Friday	Drop Box on H Street open until 12:00 Midnight. Stamped copy can be picked up at 12PM the next day
State Appellate Courts	Address	Telephone	Hours	Special Considerations
Court of Appeals for Maryland	361 Rowe Blvd Annapolis, MD 21401	(410) 260-1500 www.courts.state.md.us/coappeals	8:00 AM - 4:30 PM Monday-Friday	None
Court of Appeals for Virginia	109 North 8th Street Richmond, VA 23219	(804) 371-8428 www.courts.state.va.us/cav	8:15 AM - 4:45 PM Monday-Friday	None

Circuit Courts				
Circuit Court for Alexandria City	520 King Street #307 Alexandria, VA 22314	(703) 838-4004 www.courts.state.va.us/circuit/ Alexandria	9:00 AM - 5:00 PM Monday-Friday	None
Circuit Court of Anne Arundel County	Civil Clerk 7 Church Circle #100 Annapolis, MD 21404	(410) 222-1397 www.circuitcourt.org	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Arlington County	1425 N. Courthouse Road 6th Fl Arlington, VA 22201	(703) 228-7010 www.arlingtonva.us/Departments/ ClerkofCircuitCourt/Main.aspx	8:00 AM - 4:00 PM Monday - Friday	Drop box is open until 5:00 PM, but the filing will be stamped with the following day's date
Circuit Court for Baltimore City	111 North Calvert St #462 (Civil) or 100 North Calvert St #200 (Criminal) Baltimore, MD 21202	(410) 333-3733 www.baltocts.state.md.us	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Baltimore County	401 Bosley Ave 2nd Fl Towson, MD 21204	(410) 887-2601 www.courts.state.md.us/baltcty.html	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Calvert County	175 Main Street 1st Fl Prince Frederick, MD 20678	(410) 535-1660 www.courts.state.md.us/clerks/ calvert	8:30 AM - 4:430 PM Monday-Friday	None
Circuit Court for Caroline County	109 Market Street Denton, MD 21629	(410) 479-1811	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Carroll County	55 N. Court Street Westminster, MD 21157	(410) 386-2026 www.courts.state.md.us/carroll.html	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Charles County	Civil Division 200 Charles St 2nd Fl La Plata, MD 20646	(301) 932-3216 www.courts.state.md.us/clerks/ Charles	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Dorchester County	206 High Street Cambridge, MD 21613	(410) 228-0481	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Fairfax County	4110 Chain Bridge Road 3rd Fl Fairfax, VA 22030	(703) 246-2770 www.fairfax.va.us/courts/circuit	8:00 AM - 4:00 PM Monday - Friday Filings 9:00 AM - 4:00 PM	Hard 4:00 PM closing time. Clerk can refuse filing even if courier is in line by 4:00 PM. Plan accordingly.
Circuit Court for Fauquier County	29 Ashby Street Warrenton, VA 20186	(540) 347-8610 www.fauquiercounty.gov/government/departments/circuitcourt	8:00 AM - 4:30 PM Monday - Friday	None
Circuit Court for Frederick County	100 West Patrick Street Frederick, MD 21701	(301) 600-1976 www.courts.state.md.us/frederick.html	8:30 AM - 4:30 PM Monday - Friday	None
Circuit Court for Fredericksburg	815 Princess Anne Street Fredericksburg, VA 22404	(540) 372-1066	8:30 AM - 4:00 PM Monday - Friday	None
Circuit Court for Howard County	8360 Court Avenue 1st Fl Ellicott City, MD 21043	(410) 313-2111 www.courts.state.md.us/clerks/ho ward/index.html	8:30 AM - 4:30 PM Monday-Friday	None
Circuit Court for Loudon County	18 East Market Street Leesburg, VA 20176	(703) 777-0270 www.loudon.gov/circuitcourt	8:30 AM - 4:30 PM Monday-Friday	Filings with fees must be completed before 4 PM

Circuit Courts (Continued)	Address	Telephone	Hours	Special Considerations
Circuit Court for Montgomery County	50 Maryland Avenue 1st Fl Rockville, MD 20850	(240) 777-9100 www.courts.state.md.us/montgomery.html	8:30 AM - 4:30 PM Monday-Friday	After hours drop box until 12:00 midnight
Circuit Court for Prince George's County	14735 Main Street #D1017 Upper Marlboro, MD 20772	(301) 952-3240 www.courts.state.md.us/pgeorges.html	8:30 AM - 4:30 PM Monday-Friday	Drop box by the Commissioner's Office until 12:00 midnight.
Circuit Court for Prince William County	9311 Lee Avenue 3rd Fl Manassas, VA 20110	(703) 792-6015 www.pwcgov.org	8:30 AM - 5:00 PM Monday-Friday	Payments accepted until 4:30 PM
Circuit Court for St. Mary's County	41605 Courthouse Drive 1st Fl Leonardtown, MD 20650	(301) 475-4567 www.courts.state.md.us/stmarys.html	8:30 AM - 4:30 PM Monday - Friday	None
Circuit Court for Spotsylvania County	9115 Courthouse Road Spotsylvania, VA 22553	(540) 507-7600 www.courts.state.va.us/courts/circuit/spotsylvania/	8:00 AM - 4:30 PM Monday - Friday	None
Circuit Court for Stafford County	1300 Courthouse Road Stafford, VA 22554	(540) 658-8750 www.courts.state.va.us/courts/circuit/stafford/home.html	8:00 AM - 4:00 PM Monday - Friday	None
Circuit Court for Washington County	95 W. Washington Street Hagerstown, MD 21740	(301) 733-8660	8:00 AM - 4:00 PM Monday - Friday	None
Circuit Court for Winchester (Frederick County)	5 N. Kent Street Winchester, VA 22601	(540) 667-5770	9:00 AM - 5:00 PM Monday-Friday	None
Circuit Court for Worcester County	One Market Street Snow Hill, MD 21863	(410) 632-5500	8:00 AM - 4:30 PM Monday - Friday	None
General District Courts Maryland & Virginia	Address	Telephone	Hours	Special Considerations
District Court for Anne Arundel County (Annapolis)	251 Rowe Boulevard Annapolis, MD 21401	(410) 260-1370	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Anne Arundel County (Glen Burnie)	7500 Gov. Ritchie Highway Glen Burnie, MD 21601	(410) 260-1800	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Arlington County	1425 Courthouse Road #2400 2nd Fl Arlington, VA 22201	(703) 228-7900 www.courts.state.va.us/courts/gd/Arlington/home.html	8:00 AM - 4:00 PM Monday - Friday	None
District Court for Baltimore City	5800 Wabash Avenue Baltimore, MD 21215	(410) 878-8000 www.courts.state.md.us/district/	8:00 AM - 4:30 PM Monday-Friday	None
District Court for Baltimore County	120 East Chesapeake Avenue 2nd Fl Towson, MD 21286	(410) 512-2000 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday-Friday	None
District Court for Charles County	11 Washington Ave. La Plata, MD 20646	(301) 934-5110 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday-Friday	None
District Court for Prince William County	9311 Lee Avenue 3rd Fl Manassas, VA 20110	(703) 792-6141 www.courts.state.va.us/courts/gd/prince_william/	8:00 AM - 4:00 PM Monday-Friday	None

General District Courts Maryland & Virginia (Continued)	Address	Telephone	Hours	Special Considerations
District Court for Fairfax County	4110 Chain Bridge Road #320 Fairfax, VA 22030	(703) 246-3012 www.co.fairfax.va.us/courts/gendist/homepage.html	8:00 AM - 4:00 PM Monday - Friday	None
District Court for Frederick County	100 West Patrick Street Frederick, MD 21701	(301) 694-2000 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Howard County	3451 Courthouse Drive Ellicott City, MD 21043	(410) 480-7700 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Loudoun County	18 East Market Street Leesburg, VA 20176	(703) 777-0312 www.courts.state.va.us/courts/gd/loudoun/home.html	8:00 AM - 4:00 PM Monday - Friday	None
District Court for Montgomery County	27 Courthouse Square 1st Floor Criminal/ 2nd Floor Civil Rockville, MD 20850	(301) 279-1500 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday - Friday	After hours drop box until 12:00 Midnight. Date stamped for the next day.
District Court for Montgomery County (Satellite Office)	8552 2nd Avenue Silver Spring, MD 20910	(301) 563-8500 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Prince George's County	14735 Main Street Upper Marlboro, MD 20772	(301) 852-4050 www.courts.state.md.us/district/	8:30 AM - 4:30 PM Monday - Friday	None
District Court for Prince George's County (Satellite Office)	4990 Rhode Island Ave Suite 173B Hyattsville, MD 20781	(301) 699-2766 www.courts.state.md.us/district/	8:15 AM - 4:30 PM Monday - Friday	None
District of Columbia Courts	Address	Telephone	Hours	Special Considerations
DC Court of Appeals	430 E St NW #115 Washington, DC 20001	(202) 879-2701 www.dccourts.gov/dccourts/appeals/	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight.
DC Court of Appeals Committee on Admissions	430 E St NW #123 Washington, DC 20001	(202) 879-2710 www.dccourts.gov	9:00 AM - 4:00 PM Monday - Friday	None
DC Superior Court Civil Division	500 Indiana Ave NW #5000 Washington, DC 20001	(202) 879-1133 www.dccourts.gov/dccourts/superior/civil	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight.
DC Superior Court Criminal Division	500 Indiana Ave NW 4th Floor West Washington, DC 20001	(202) 879-1373 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight.
DC Superior Court Tax Division	500 Indiana Ave NW #3131 Washington, DC 20001	(202) 879-1737 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight.

District of Columbia Courts (Continued)	Address	Telephone	Hours	Special Considerations
DC Superior Court Landlord/Tenant	510 4th Street, NW #110 Washington, DC 20001	(202) 879-4879 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	6:30 PM - 8:00 PM Wednesday
DC Superior Court Small Claims, Branch and Conciliation	510 4th Street, NW #120 Washington, DC 20001	(202) 879-1120 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday Wed. 6:30 PM-8 PM Sat. 9 AM-12 PM	None
DC Superior Court Family Court	500 Indiana Ave NW #JM-520 Washington, DC 20001	(202) 879-1212 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight.
DC Superior Court Multi Door Dispute Resolution Division	515 5th Street NW #105 Washington, DC 20001	(202) 879-1549 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	None
DC Superior Court Probate Division/ Registrar of Wills	515 5th Street NW 3rd Floor Washington, DC 20001	Probate: (202) 879-4800 Main Office: (202) 879-1799 www.dccourts.gov	8:30 AM - 5:00 PM Monday - Friday	Self serve date stamp machine. File until 12:00 midnight. Drop box at 500 Indiana Ave NW Washington, DC 20001
DC Superior Court - Domestic Violence Unit	500 Indiana Ave NW #4242 Washington, DC 20001	(202) 879-0157	8:30 AM - 5:00 PM Monday - Friday	None
Department of Consumer and Regulatory Affairs (DCRA)	1100 4th Street SW Washington, DC 20002	(202) 442-4400 www.dcrs.dc.gov	M, T, W, F 8:30 AM - 4:30 PM Thursday 9:30 AM - 4:30 PM	None
DCRA - Corporations Division	1100 4th Street SW 2nd Flr Washington, DC 20002	(202) 442-4432 www.dcrs.dc.gov	M, T, W, F 8:30 AM - 4:30 PM Thursday 9:30 AM - 4:30 PM	None
DCRA - Tax & Revenue	1100 4th Street SW Washington, DC 20002	(202) 727-4829 www.dcrs.dc.gov	M, T, W, F 8:30 AM - 4:30 PM Thursday 9:30 AM - 4:30 PM	None
DC Recorder of Deeds	515 D Street NW Washington, DC 20001	(202) 727-5374 www.dcrs.dc.gov	8:30 AM - 3:45 PM Monday - Friday	None
DC Notary Commission and Authentications Section	441 4th Street NW #810-S Washington, DC 20001	(202) 727-3117 www.os.dc.gov/os/site	9:00 AM - 1:30 PM Monday - Friday	8 document limit per firm, per day
DC Office of Zoning	441 4th Street NW #200-S Washington, DC 20001	(202) 727-6311 www.dcoz.dcgov.org	8:30 AM - 5:00 PM Monday - Friday	New applications must be delivered by 3:00 PM
Patent and Trademark Offices	Address	Telephone	Hours	Special Considerations
PTO (401 Dulany St.) Patents	401 Dulany Street Alexandria, VA 22314	General Info (571) 272-1000 www.uspto.gov	8:00 AM - Midnight Monday - Friday	None
PTO (600 Dulany St.) Trademarks	600 Dulany Street Alexandria, VA 22314	General Info (571) 272-3275 www.uspto.gov	8:30 AM - 5:00 PM Monday - Friday Public Search Facility 8:30 AM - 8 PM	Customer Service Window open until 12:00 Midnight.

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 www.uscourts.gov	Main: 9:00 AM - 5:00 PM Monday - Friday Mailroom: 7:30 AM - 5:00 PM	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 www.usaid.gov	8:45 AM - 5:30 PM Monday - Friday	No access to floors. Contact name and direct telephone number are required for all deliveries.
Bureau for Alcohol, Tobacco, Firearms and Explosives	99 New York Avenue NW Washington, DC 20226	(202) 648-7300 www.atf.treas.gov	8:30 AM - 5:30 PM Monday - Friday Mailroom closes at 4:00 PM	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 www.senate.gov www.house.gov	7:00 AM - 7:00 PM Monday - Friday (hours vary for each office)	Pre-arranged deliveries only! Recipient must be expecting delivery and must meet messenger to get package.
Congressional Acceptance Site (Capitol Hill Trailer)	160 D Street, NE Washington, DC	(202) 224-5600 (202) 224-9096	7:00 AM - 4:00 PM Monday - Friday	Senate deliveries - no limit on number of items but more than 10 envelopes require postage. House deliveries - Limit of 10 envelopes, more than 10 items must be delivered to House Postal Operations in Capitol Heights
Senate Mail Screening Facility	6330 Columbia Park Road Hyattsville, MD 20782	(301) 583-7030	6:00 AM - 3:30 PM Monday - Friday	For bulk mail to Senate. See our website for details.
House Postal Operations	9140 East Hampton Drive Capitol Heights, MD 20743	(301) 336-6708	8:00 AM - 7:00 PM Monday - Friday Loading Dk 8:00 AM - 5:00 PM	Senate freight deliveries must be sealed, addressed and postmarked. House freight deliveries must be unsealed & must be accompanied by a list of deliveries for security to check. See our website for details.
Capitol Hill Off Site Inspections	4700 Sheperd Parkway SW Washington, DC 20032		7:00 AM - 2:00 PM	Freight deliveries to Capitol Hill must be inspected here before delivery to House Postal Operations site in Captiol Heights
Clerk of the House - Records and Registration	Cannon House Office Building #B-106	(202) 226-5200	9:00 AM - 6:00 PM Monday - Friday	Open until 6 PM 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 Building #232	(202) 224-0322	9:00 AM - 5:30 PM	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 Street NW 1st Floor Washington, DC 20581	(202) 418-5000 www.ctfc.gov	8:00 AM - 5:30 PM Monday - Friday	No access to floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
US Copyright Office - Library of Congress	101 Independence Avenue SE Rm 401 Washington, DC 20559	(202) 707-3000 www.copyright.gov/mail.html	8:30 AM - 5:00 PM Monday - Friday	None
US Customs and Border Protection	1300 Pennsylvania Ave NW Washington, DC 20229	Main: (202) 354-1000 Mailroom: (202) 927-0302 www.customs.gov	8:30 AM - 5:30 PM Monday - Friday	No access to floors. Contact name and direct telephone number are required for all deliveries beyond mailroom

Federal and Legislative Agencies (Continued)	Address	Telephone	Hours	After Hours Provisions
Department of Agriculture (USDA)	14th & Independence Ave SW Washington, DC 20250	Locator (202) 720-8732 Mailroom (202) 720-6368 www.usda.gov	7:30 AM - 5:00 PM Monday - Friday	No access to floors. Contact name and direct telephone number are required for all deliveries beyond mailroom
Department of Commerce (DOC)	1401 Constitution Avenue NW Washington, DC 20230 ITA Filing Room #1870 Mailroom #1874	Locator: (202) 482-2000 ITA Filings (202) 482-4920 Mailroom (202) 482-4447 www.doc.gov	8:00 AM - 5:00 PM Monday - Friday	No access to floors. All deliveries go to mailroom (Room #1874)
Department of Defense (DOD)	Pentagon	(703) 545-5700 www.defenselink.mil		Due to recent security guidelines we are unable to make deliveries to this location
Department of Education	400 Maryland Avenue SW Washington, DC 20024	(202) 401-2000 www.ed.gov	9:00 AM - 5:00 PM Monday - Friday	Agency has multiple locations. No access to floors. Contact name and direct telephone number are required for all deliveries beyond mailroom.
Department of Energy (DOE)	1000 Independence Avenue SW Washington, DC 20585	Locator: (202) 586-5000 www.energy.gov	8:00 AM - 5:00 PM Monday - Friday	No access to floors. Recipient must come down to receive package from messenger, direct phone number required
Department of Interior (DOI)	1849 C Street NW Washington, DC 20240	Locator: (202) 208-3100 Mailroom: (202) 208-3285 www.doi.gov	8:00 AM - 4:30 PM Monday - Friday	Contact name and direct phone number required for all deliveries
Department of Homeland Security Deliveries: Consolidated Remote Delivery	1100 Hampton Park Blvd Capitol Heights, MD 20742	(240) 492-2450	8:00 AM - 4:30 PM Monday - Friday	None
Department of Justice (DOJ)	Main Building: 950 Pennsylvania Avenue NW Washington, DC 20530	Locator: (202) 514-2000 www.usdoj.gov	8:00 AM - 6:00 PM Monday - Friday	Agency has multiple locations. No access to floors. Contact name and direct telephone number are required for all deliveries.
Department of Justice Antitrust/Premerger Office	Main Building: 950 Pennsylvania Avenue NW Washington, DC 20530	(202) 519-2558	9:00 AM - 5:00 PM Monday - Friday	Office open until 5:00, but any filings delivered after 5:30 PM will not be recorded that day.
Department of Labor (DOL)	200 Constitution Ave NW Washington, DC 20210	(202) 693-6660 www.dol.gov	7:30 AM - 5:30 PM Monday - Friday	Agency has multiple locations. No access to floors. Contact name and direct telephone number are required for all deliveries.
Department of State	2201 C Street NW Washington, DC 20522	(202) 647-4000 www.state.gov	Hours vary per location	No access to floors. Recipient must come down to receive package from messenger, direct phone number required
Department of State - Authentications Office	518 23rd Street, NW Washington, DC 20520	(202) 647-4000 www.state.gov/m/a/auth (202) 336-4000	7:30 AM - 11:00 AM Monday - Friday	15 document limit per firm, per day
Department of Transportation (DOT)	1200 New Jersey Avenue, SE Washington, DC 20003	www.dot.gov Docket office (202)366-9317 www.dms.dot.gov	7:30 AM - 4:30 PM Monday - Friday Dockets 9 AM - 5PM	No access to floors. Contact name, room # or mail stop and direct telephone number required for all deliveries beyond the mail room.

Federal and Legislative Agencies (Continued)	Address	Telephone	Hours	Special Considerations
Department of Treasury	Delivery Site: 1501 Hamilton Place NW Washington, DC 20011	Main (202) 622-2000 Mailroom (202) 622-7822 www.treas.gov	7:30 AM - 5:00 PM Monday - Friday	No access to floors. All deliveries go to mailroom. No after hours filings
Environmental Protection Agency (EPA)	1200 Pennsylvania Avenue NW Washington, DC 20460	(202) 272-0167 www.epa.gov	Hours vary per location	No access to floors. Agency has multiple locations. Contact name and direct telephone number required for all deliveries.
Federal Aviation Administration (FAA)	800 Independence Avenue SW Washington, DC 20591	(202) 267-2484 www.faa.gov	6:00 AM - 6:00 PM Monday - Friday	No access to floors All deliveries beyond mailroom require contact name and direct phone number.
Federal Communications Commission (FCC)	445 12th Street SW Washington DC 20554	Main (888) 225-5322 Filing Room (202) 543-0202 www.fcc.gov	8:00 AM - 7:00 PM Monday - Friday	None
Federal Deposit Insurance Corporation (FDIC)	550 17th Street NW Washington, DC 20429	(877) 275-3342 www.fdic.gov	8:00 AM - 5:00 PM Monday - Friday Mailroom: 7:30 AM - 5:00 PM	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.
Federal Election Commission (FEC)	999 E Street NW Washington, DC 20239	(202) 694-1000 www.fec.gov	9:00 AM - 5:00 PM Monday - Friday	No after hours filing. No access to floors
Federal Energy Regulatory Commission (FERC)	Filings 888 1st Street NE Washington, DC 20426 301 7th Street SW Washington, DC 20407	(202) 502-8200 www.ferc.gov	9:00 AM - 5:00 PM Monday - Friday	No access to floors All deliveries beyond dropbox require contact name and direct phone number.
Federal Maritime Commission (FMC)	800 N Capitol Street NW Washington, DC 20573	(202) 523-5725 ww.fmc.gov	8:30 AM - 5:00 PM Monday - Friday	2 PM deadline for inclusion in the next day's publication
Federal Mine Safety and Health Review Commission	601 New Jersey Avenue NW #9500 Washington, DC 20001	(202) 434-9900 www.fmshrc.gov	8:30 AM - 5:00 PM Monday - Friday	None
Federal Register	800 N Capitol Street NW #700 Washington, DC 20573	(202) 741-6000 ww.gpoaccess.gov/fr/	8:45 AM - 5:15 PM Monday - Friday	None
Federal Reserve Board	20th St & Constitution Ave NW Washington, DC 20551	202-452-3250 www.federalreserve.gov	8:00am - 5:30pm Monday - Friday	None
Federal Trade Commission (FTC)	600 Pennsylvania Avenue NW #303 Washington, DC 20580 & 601 New Jersey Ave NW (has drop box)	Main (202) 326-2222 Locator (202) 326-2000 www.ftc.gov	9:00 AM - 5:00 PM Monday - Friday	Contact name and direct phone number required for all deliveries. Drop box at 601 New Jersey Ave NW, Washington, DC 20001
FTC Premerger Notification Office	600 Pennsylvania Avenue NW #303 Washington, DC 20580	(202) 326-3100 www.ftc.gov/bc/hsr	8:30 AM - 5:00 PM Monday - Friday	None
Food and Drug Administration (FDA)	5600 Fishers Lane Rockville, MD 20852 10903 New Hampshire Ave Silver Spring, MD 20903	Main (301) 796-5000 (301) 443-1240 (888) 463-6332 www.fda.gov	8:00 AM - 4:30 PM Monday - Friday	Agency has multiple locations. Contact name and direct telephone number are required for all deliveries.

Federal and Legislative Agencies (Continued)	Address	Telephone	Hours	Special Considerations
Government Accountability Office (GAO)	441 G Street NW Washington, DC 20548	Locator (202) 512-3000 www.gao.gov	8:00 AM - 5:00 PM Monday - Friday	Contact name and direct telephone number are required for all deliveries. No access to floors. Mailroom on 4th Street side.
General Services Administration (GSA)	1800 F Street NW Washington, DC 20405 General Council 1275 I Street NE Washington, DC 20002	Locator (202) 708-5082 www.gsa.gov	8:00 AM - 5:00 PM 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 www.hhs.gov	8:30 AM - 5:00 PM 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 Street SW Washington, DC 20201	Main (202) 708-1112 Locator (202) 401-0388 www.hud.gov	8:30 AM - 5:00 PM 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 www.irs.gov Walk In: (202) 894-6748	8:00 AM - 4:30 PM Monday - Friday Walk In: 8:30 AM - 4:30 PM	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 Street SW Washington, DC 20436 Filing Room #112-A Mailroom #119	Locator (202) 205-2000 Filing Room (202) 205-1802 Mailroom (202) 205-2796 www.usitc.gov	Filing Room 8:45 AM - 5:15 PM Monday - Friday Mailroom 8:00 AM - 5:15 PM	No after hours filing. No access to floors. Contact name and direct phone number are required for all deliveries. Drop box until 8:45pm, will be stamped with next day's date.
National Aeronautics and Space Administration (NASA)	300 E Street SW Washington, DC 20001	(202) 358-0000 www.nasa.gov	7:30 AM - 4:30 PM Monday - Friday Some offices open until 5:00 PM	Agency has multiple locations. No access to floors. Contact name and direct phone number are required for all deliveries
National Association of Securities Dealers (NASD)	1801 K Street NW Washington, DC 20006	(202) 728-8000 Loading Dock (202) 728-8213 www.nasd.gov	8:00 AM - 6:00 PM Monday - Friday Mailroom 7:00 AM - 6:00 PM Loading Dock closes at 5:35 PM. Some offices close earlier	No after hours filing. No access to floors. Agency has multiple locations. No access to floors. Contact name and direct phone number are required for all deliveries
National Institutes of Health (NIH)	9000 Rockville Pike Bethesda, MD 20892	(301) 496-4000 www.nih.gov	Hours vary per location	Agency has multiple locations. No access to floors. Contact name and direct phone # are required for all deliveries
Office of the Comptroller of the Currency (OCC)	250 E St SW Washington, DC 20024	(202) 874-5000	8:00 AM-5:30 PM	No access to floors. Contact name and direct phone # are required for all deliveries beyond mailroom
Office of Thrift Supervision (OTS)	1700 G St NW Washington, DC 20552	(202) 906-6000 www.ots.treas.gov	8:30:00 AM - 5:00 PM Monday - Friday	No access to floors. No after-hours filing.
Office of Personnel Management (OPM)	1900 E St NW Washington, DC 20415	www.opm.gov	8:00 AM - 5:00 PM Monday - Friday	No access to floors. Contact name and direct phone # are required for all deliveries.
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 www.sec.gov	8:00 AM - 5:30 PM Monday - Friday	No access to floors. No after-hours filing.

Federal and Legislative Agencies (Continued)	Address	Telephone	Hours	Special Considerations
Small Business Administration (SBA)	409 3rd St SW Washington, DC 20416	Locator (202) 205-6600 www.sba.gov	8:30 AM - 5:00 PM Monday - Friday	Agency has multiple locations. No access to floors. Recipient must be expecting delivery and must meet messenger to receive package.
Surface Transportation Board (STB)	395 E St SW Washington, DC 20260	(202) 268-2000 www.usps.com	8:30 AM - 5:00 PM Monday - Friday	None
US Postal Service (USPS)	475 L'Enfant Plaza SW Washington, DC 20260	(202) 268-2000 www.usps.com	7:30 AM - 4:00 PM Monday - Friday Loading dock hours, other offices may be open later	No access to floor. After 4:00 PM recipient must meet messenger to receive package.
US Trade Representative (USTR)	600 17th St NW Washington, DC 20006	(202) 395-8787 www.ustr.gov		Messenger deliveries are not permitted here. Must go Homeland Security dropsite
The White House/Old Executive Office Building (OEOB)	1600 Pennsylvania Ave NW Washington, DC 20500	(202) 456-1414 Mailroom (202) 395-7005 www.whitehouse.gov		Messenger deliveries are not permitted here. Must go Homeland Security dropsite
The White House/New Executive Office Building (NEOB)	725 17th St NW Washington, DC 20506	Mailroom (202) 395-4722 www.whitehouse.gov		Messenger deliveries are not permitted here. Must go Homeland Security dropsite

Embassies	Address	Telephone	Hours	Special Considerations
Brazil	3009 Whitehaven St NW Washington, DC 20008	(202) 238-2700 www.brasilemb.org	8:30AM - 1:00PM Drop-off 2:00PM - 4:00PM Pick-up	None
China	2133 Wisconsin Ave NW Washington, DC 20007	(202) 338-6688 www.china-embassy.org/eng	10:00AM - 12:30PM Drop-off 1:00PM - 3:00PM Pick-up	11:30AM deadline for same day service
Japan	2520 Massachusetts Ave NW Washington, DC 20008	(202) 238-6700 www.us.emb-japan.go.jp/english/html/index.htm	9:30AM - 12:30 Drop-off 1:30PM - 4:00PM Pick-up	None
Korea	2450 Massachusetts Ave NW Washington, DC 20008	(202) 939-5600 www.dynamic-korea.com	9:00AM - 12:00PM Drop-off 1:30PM - 5:00PM Pick-up	None
Philippines	1600 Massachusetts Ave NW Washington, DC 20036	(202) 467-9300 www.philippineembassy-usa.org/home.htm	9:00AM - 12:30PM Drop-off 4:00PM - 5:00PM Pick-up	None
Russia	2641 Tunlaw Rd, NW Washington, DC 20007	(202) 393-8907 (202) 939-1318 www.russinaembassy.org	9:00AM - 12:30PM Drop-off 3:00PM - 5:00PM Pick-up	None
Saudi Arabia	601 New Hampshire Ave NW Washington, DC 20037	(202) 342-3800 www.saudiembassy.net	9:30AM - 12:00 Drop-off 2:00PM - 3:00PM Pick-up	None
Thailand	1024 Wisconsin Ave NW Washington, DC 20037	(202) 944-3600 www.thaiembdc.org	9:00AM-1:00PM Drop-off 2:30PM - 4:00PM Pick-up	None
India	2536 Massachusetts Ave NW Washington, DC 20008	(202) 939-9806 www.indianembassy.org	9:00AM - 12:30PM Drop-off 4:30PM - 5:30PM Pick-up	Personal Visa work must go through Travisa Outsourcing: www.indiavisa.travisoutsourcing.com
Kuwait	2940 Tilden St NW Washington, DC 20008	(202) 966-0702 www.kuwaitembassy.org	9:30AM - 5:00PM	None
Vietnam	1233 20th St NW Washington, DC 20036	(202) 861-0737 www.vietnamembassy-usa.org	9:30AM - 12:30PM	None
United Arab Emirates	3522 International Ct NW Washington, DC 20008	(202) 243-2400 www.uae-embassy.org	10:30AM - 12:30PM	No visa work for stays less than one month.
Pakistan	3517 International Ct NW Washington, DC 20008	(202) 243-6500 www.pakistan-embassy.org	9:30AM - 12:30PM Drop-off 3:00PM - 4:30PM Pick-up	None
Ukraine	3350 M St NW Washington, DC 20007	(202) 333-0606 www.mfa.gov.ua/usa/en	9:00AM - 12:00PM	None