

PTAB Tour Request Form

Hearing Rooms – Madison East, 9th
600 Dulany Street, Alexandria, VA 22314

Name of Group/Organization/School: _____

Contact Name: _____ Email Address: _____

Address: _____

Phone Number: _____ Fax Number: _____

Tours are scheduled once a month on the second Friday between 1:00 PM – 3:00 PM

Requested Tour Date: _____ Time: 1:00 PM – 2:00 PM
_____ Time: 2:00 PM – 3:00 PM

Alternate Tour Date: _____ Time: 1:00 PM – 2:00 PM
_____ Time: 2:00 PM – 3:00 PM

Number of visitors (Max: 15): _____

Special Needs:

For Staff Only

Tour Confirmed Date: _____ Initials: _____

Staff/APJ Assigned to Visit: _____

Special Notes: _____