

# West Point Tours *inc.*

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[www.westpointtours.com](http://www.westpointtours.com)

## SECURITY MANIFEST DUE 7 BUSINESS DAYS PRIOR TO TOUR DATE

Please return the manifest by attaching it to the reservation email we sent which has our confirmation # in the subject line, directly to the representative who was assisting you, or fax it to 845-446-1205

1. Incomplete, late, or manifests on the wrong form will be rejected and the group will be denied entry to the site.
2. Tour costs are not refundable.
3. ) the manifest

**CHAPERONES: Groups must provide their own Chaperone's at a minimum as follows:  
1 for every 8 students under the age of 12, and 1 for every 10 students age 12 and older.**

**PLEASE REMEMBER THAT ALL PERSONS, 17 YEARS OF AGE AND OLDER, ENTERING WEST POINT ARE REQUIRED TO BRING GOVERNMENT ISSUED PHOTO ID: (Driver's License, DL Permit, DMV ID, Military ID or Passport, NO photocopies are accepted.**

**INTERNATIONAL VISITOR'S MUST BRING ORIGINAL PASSPORTS.**

**INFORMATION IN EVERY COLUMN ON THE MANIFEST MUST BE FILLED IN FOR EVERY GUEST ON YOUR BUS EXCEPT TYPE OF ID and # FOR THOSE UNDER 17 . Use as many page 2's as necessary.**

## Additions and Deletions to the Manifest After It Has Been Sent to Us

Once submitted you can not add on guests. Any additions must report to security in the basement of the Visitor Center on the day of your tour in order 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.**

## FILL IN ALL THE REQUESTED INFORMATION ON THE TOP OF THE MANIFEST

1. **Charter #** is **OUR 5-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.

### Tour Participant Information

1. **Name:** Last, First
2. **Type of ID** must be: **DL**(driver's license), **DL Permit**, **DMV ID**(Department of Motor Vehicle non-driver's license ID), **PP**(passport), **HS ID**(high school ID, photo required), **MilID**(Military ID).
3. **State or Country** of ID issue
4. **ID #**
5. **Date of Birth:** Month/Day/Year
6. **Gender:** F or M (Female or Male)
7. 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 below.

### WEST POINT SECURITY BACKGROUND CHECK

West Point is an active duty military post. All guests are required to submit accurate ID information during the reservation process which security will use to run a 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.

- 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.
  1. 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.
  2. Current arrest warrant in NCIC, regardless of the offense or violation.
  3. Current bar from entry or access to a Federal installation or facility.
  4. 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.
  5. Conviction for espionage, sabotage, sedition, treason, terrorism, or murder.
  6. Being a registered sex offender.
  7. Felony conviction within the last ten years regardless of the offense or violation.
  8. Felony conviction for a firearms or explosives violation regardless of when the conviction occurred.
  9. 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.