**Things to note before coming to RFE/RL**

* **All visitors**to RFE/RL **require government-issued photo identification**to enter the Headquarters. Photo Identification can include a passport, driver’s license, or national identify card.
* You should arrive at RFE/RL premises **at least 30 minutes prior**to your tour time in order to pass through security screening and walk to the reception desk to check-in for your tour.
* **Photos** and **video** recording **are not permitted** during the tour, and **mobile phones** must be **switched off**.
* **Dress code:** business casual

#### What not to bring

**The following items are strictly prohibited:**

* aerosol containers
* non-aerosol spray (prescriptions for medical needs are permitted)
* any pointed object other than pens and pencils (i.e., knives, knitting needles, letter openers, etc.)
* electric stun guns, martial arts weapons or devices
* guns, replica guns, ammunition, and fireworks
* knives of any size
* mace and pepper spray
* razors and box cutters

**The following items are not recommended, as they can delay the security screening process:**

* creams, lotions, or perfumes
* backpacks and bags larger than 14" (35cm) wide x 13" (33cm) high x 4" (10cm) deep
* laptops, iPads, and tablets

**Rules while visiting**

 **1. Silence please**

While we are pleased to have guests, RFE/RL is a work place. Please ensure that your group is quiet and respectful while on RFE/RL premises.

**2. Stay together**
Ensure that your group stays together throughout the tour and that everyone is accounted for.

**3. No bathroom available on the tour route**
Unfortunately there are limited restroom facilities available on the tour route. Bathroom facilities are available on the ground floor after the tour.