### Instructions for Visitors to APO/Dockets Unit

The courier entrance of the Herbert C. Hoover Building now closes at 4:30 pm on business days.

Visitors to the APO/Dockets Unit who wish to make a manual filing after 4:30 pm must enter the building through the main entrance located on 14th Street, NW. Upon checking in at the Security desk, visitors must call the APO/Dockets Unit at 202-482-4920 and they will be met by APO/Dockets staff in the lobby.

To facilitate this process, visitors are strongly encouraged to make an appointment prior to making a manual filing by calling 202-482-4920 or emailing [APOSupport@trade.gov](mailto:APOSupport@trade.gov).