Instructions for the delivery of materials to the NEW FTC Premerger Office

New Address: Constitution Center Building
400 7th St., SW
5th Floor, Room 5313

1. Enter the building on the east side, 6th Street, by School Street (Loading Dock)
2. Building security will scan your packages, hand wand your person, and give you a building visitor badge
   NOTE: They will not allow shoes with cleats into the building.
3. Once through security, go down the corridor south past the Plaza East Cafe
4. Take the next corridor to the right
5. Turn left along the curved wall of the auditorium and follow the curve all the way around to the FTC Lobby
6. Give lobby security a form of ID in exchange for a temporary security card
7. Enter the elevator and press 5
8. Exit at the 5th floor, scan your card, and go through the south doors to the Premerger window to submit your materials
9. Once you have submitted your materials, go down the elevator to the 1st floor
10. Return the security card to the lobby guards to retrieve your ID
Premerger Phone #: 202-326-3100

Hours: 8:30AM to 5PM Mon-Fri