



Information for commercial agencies about booking visits to the dome via the German Bundestag's online booking portal

1. Travel agencies, tourist guides and all other providers of tourism services must indicate that they are “**commercial agencies**” when entering their contact details in the online booking portal on www.bundestag.de. If a commercial agency submits a booking request as an “individual/private group” or an “organisation/company” (the category for educational institutions, associations, clubs, churches, etc.), the request will be rejected and the agency instructed to resubmit the request as a “commercial agency”.
2. Booking requests for visits to the dome can be submitted via the online booking portal for the current month and the following month. **We regret that no immediate consideration can be given to requests from commercial agencies (see No. 4).**
3. When submitting a request via the online booking portal, a **complete list of visitors** must be provided, in alphabetical order if possible, listing the last name, first name and date of birth of each visitor.
4. Booking requests for the services offered free of charge by the German Bundestag will be **confirmed or declined**, depending on availability, **at the earliest two weeks before the requested date**. Please do not contact the Visitors' Service (including by telephone) with enquiries before these time limits, as booking requests cannot be confirmed until then.

Important note: If individuals/private groups or organisations/companies want a commercial agency to manage their trip to Berlin, the commercial agency should advise them to submit a booking request to the Visitors' Service of the German Bundestag direct, as such requests are confirmed or declined immediately, whereas requests submitted by commercial agencies are not confirmed or declined until the time limits specified above.