



ICE

U.S. Immigration and Customs Enforcement

ICE's In-House Copy Center is here to serve YOU!

We provide color and black-and-white printing, document finishing, and more. All ICE offices may request In-House Copy services in the performance of their official duties. Contractors must have COR or FTE approval.

Services Offered:

Tabs
 Bi-Folding
 Tri-Folding
 Tape Binding
 Saddle Stitch /
 Booklet making
 2 & 3 Hole Punch
 Stapling
 GBC Comb Binding
 Laminating



Production Black-and-White or Color Printing (Up to 25,000 sheets per print job.)
 Finishing and Binding, Stapling (up to 100 sheets)

Submit your PDF print job via email! icecopycenter@dhs.gov.

Please include a completed Copy Center Requisition Form, signed in Box 21.

Make sure that your document complies with the DHS House Style Guidelines and copyright regulations.

Most print jobs will be completed in approximately two business days.

Larger or more complicated print jobs may take longer.

Layout, design, and some bindery requirements may require additional time.

We are located in Room 1054 at PCN (500 12th Street SW)

Hours of Operation: Monday - Friday, 8:00 a.m. - 5:00 p.m.

Telephone: (202) 732-6640