Requesting a Meeting with Your Representative and Senators

Scheduling a meeting with your elected representatives is as easy as 1,2,3.

Step One – Find Your Legislator’s Website

Visit Congress.gov to find the websites of your Congressperson and Senators. At Congress.gov you can either type in the name of your elected in the search bar at the top of the page or you can use the search feature on the right hand side of the page (see arrows).

If using the right hand search feature, you will see your three elected representatives listed.

1. Representative Beyer, Donald R., Jr.
   - State: Virginia
   - Party: Democratic
   - Served: House, 2015-Present
   - Contact: 111 Longworth House Office Building
             (202) 225-3376
             Contact

2. Senator Kaine, Tim
   - State: Virginia
   - Party: Democratic
   - Served: Senate, 2013-Present
   - Contact: 231 Russell Senate Office Building
             Washington, DC 20510
             (202) 224-6824
             Contact

3. Senator Warner, Mark R.
   - State: Virginia
   - Party: Democratic
   - Served: Senate, 2009-Present
   - Contact: 701 Hart Senate Office Building
             Washington, DC 20510
             (202) 224-3233
             Contact

Clicking on the name of your elected representative will bring you to their individual website.
Step Two – Requesting Your Appointment

Once on the website of your legislator, select “Contact.”

Most of the websites will give you several options including a listing of offices in Washington, DC and in the district/state or a webform to “Request a meeting.”

We strongly recommend you call the district office closest to you and request your meeting. This will provide you the opportunity to speak with your legislator’s staff directly and ask about availability. You can also inquire about any public events, such as town hall meetings that the legislator is planning while home.

Step Three – Call Script

When you call your legislator’s office you will want to accomplish several things:

- Introduce yourself as a constituent by letting the staffer know where you reside and establish that you are a health professional.
  
  o Good afternoon, my name is Dr. Gilbert Duritz, and I am a neonatologist in Berkeley practicing at Alta Bates Hospital.

- Request a meeting and indicate what you hope to discuss.
  
  o I would like to schedule a meeting with Senator/Representative Smythe to discuss how farm policy currently being discussed in Congress impacts the health of my patients and the communities where we live.