

**House Committee on Appropriations  
Subcommittee for Interior and Related Agencies  
Instructions for Providing Written Testimony for Fiscal Year 2005**

The Subcommittee on Interior and Related Agencies will not be scheduling any outside witness hearings on the fiscal year 2005 budget. As in past years, interested parties may submit written testimony to be included in the official record. However, due to current postal service measures, which have complicated Congressional mail procedures, the Subcommittee strongly recommends submitting testimony via electronic mail.

Testimony must be received **no later than 5:00 pm on April 2, 2004** for it to be included in the printed hearing volume.

To send via standard mail your written statements must:

- Not exceed four pages;
- Be single-spaced on 8.5 by 11 inch letter size paper;
- Be at least 12 point font and one inch margins;
- Clearly state in the first paragraph the agency, program, and amount of money involved in the request;
- Clearly indicate your name, title, and institutional affiliation at the top of the first page; and
- Not include color and detailed photos since the hearing volume will be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the four page maximum length.
- You should send four individually stapled, unfolded copies, and one original, unstapled copy to:

Subcommittee on Interior and Related Agencies Appropriations  
B-308 Rayburn House Office Building  
Washington, D.C. 20515

\* **Note:** if sending testimony by any means other than electronically, allow an additional 3 to 4 days for delivery (the deadline is still 5:00pm on April 2, 2004)

To send via electronic mail your written statements must meet all of the above standard mail requirements except for the multiple copy requirement.

- You should send the original as an electronic mail attachment to:  
    [approp.interior@mail.house.gov](mailto:approp.interior@mail.house.gov)

Please follow these instructions carefully and adhere to the deadline. **Do not send material via fax.** Additional or late material will not be included in the printed record.

If you have any questions please contact the Interior subcommittee detailee, Darren Benjamin, @ (202) 225-3081, or [appropdetailee.in@mail.house.gov](mailto:appropdetailee.in@mail.house.gov)