

**House Appropriations Committee**  
**Subcommittee on the Legislative Branch**

Instructions for FY 2023 Public Witness Testimony

The Legislative Branch Subcommittee will be accepting written testimony from interested public witnesses on the Fiscal Year 2023 budget. While a public witnesses hearing will not be held at this time, written testimony on programmatic issues under the jurisdiction of the Subcommittee will be accepted and printed in the record.

**Guidelines**

Testimony must conform to the following guidelines or it will not be printed in the record.

**Deadline:**

- The deadline for e-mailing testimony to the Subcommittee on Legislative Branch is close of business on **May 18<sup>th</sup>, 2022**.

**Delivery Instructions:**

- Please e-mail your testimony to [Ryann.Kinney@mail.house.gov](mailto:Ryann.Kinney@mail.house.gov);
- Please include in the subject line: FY2023 Written Public Testimony for the Record;
- Do not send testimony via fax or mail. Only electronic submissions will be accepted;
- Please include your contact information in the e-mail along with subject matter of testimony;
- Please include a signed copy of the Truth in Testimony form.

**Format:**

- Do not exceed four pages;
- Testimony must be typed on 8.5 x 11 paper, single spaced, 12-point font, with one-inch margins;
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any);
- Clearly indicate, in the first paragraph, the Department or Agency that your testimony addresses;
- Do not include color or detailed photos as 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;
- All document files will be accepted, but PDF documents are preferred;
- To protect your privacy, do not include your personal address, phone numbers, or signatures in the written testimony (you may include this information in the body of the e-mail separate from the written testimony).

**Witness Disclosure Form:**

- Find the Truth in Testimony form [here](#);
- The subcommittee requires Truth in Testimony disclosure forms to accompany all written testimony submissions;
- Save the form to your computer, open in Adobe Acrobat Reader or a similar PDF reader, complete all applicable fields, save form, and submit with written testimony;
- Leave the 'Hearing Date' field blank;
- Under 'Hearing Title' please write "FY23 Public Witness Written Testimony."

Thank you for your interest in the Subcommittee on the Legislative Branch. If you have any questions, please contact Subcommittee staff at 202-441-3402.