

**House Committee on Appropriations
Subcommittee on the Legislative Branch
Instructions for Public Witnesses Testimony for Fiscal Year 2022**

The Subcommittee on the Legislative Branch will be accepting written testimony from Public Witnesses on programmatic issues under the jurisdiction of the Subcommittee. The Subcommittee will not be holding a Public Witness hearing this year but will post testimonies online for the public.

The Subcommittee will accept your written testimony, along with the associated biography and electronic disclosure form, until **Friday, May 8th**. Send the written testimony for the record (see “Testimony guidelines” below), biography, and disclosure form as an attachment via e-mail to: LB.Approp@mail.house.gov. Please include the following information in the e-mail transmitting your testimony for the record:

- The subject line of the email should read “Testimony for the record on FY 2022 budget request”;
- Witness name, position, and organization;
- Witness telephone number and email address;
- Subject matter of testimony; and
- Point of contact name, telephone, and email.

Testimony guidelines for record statements

In order to ensure that the Committee will be able to publish the testimony in the public record, the testimony must conform to the following guidelines:

- It must not exceed five pages, single-sided;

- It must be singled-spaced on 8.5 by 11 inch letter-size paper, with one-inch margins and at least 12 point font;
- Clearly indicate in the first paragraph the agency, program, and dollar amount involved, if applicable, in the request;
- Clearly indicate your name, title, and institutional affiliation, if applicable, at the top of the first page;
- Do not include color or 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 five page maximum length; and
- To protect your privacy, do not include the following in the written/submitted testimony (You may include this information, if desired, in the body of the email separate from the testimony.):
 - Personal Address;
 - Phone Numbers; and
 - Signatures.

- You should also include a brief biography of the witness, as well as an electronic disclosure form (which will be sent to you electronically).

Thank you for your interest in the activities of the Subcommittee on the Legislative Branch. If you have any questions or require further information, please contact the Subcommittee staff at (202) 226-7252.