

House Committee on Appropriations
Subcommittee on Homeland Security

Instructions for Providing Written Public Testimony

Due: Friday, May 10, 2024

The Subcommittee on Homeland Security will be accepting written public testimony for those who wish to provide input for the Fiscal Year 2023 Appropriations bill. All written testimony will be included in the public record of subcommittee hearings and submitted testimony.

An electronic copy of testimony must be received no later than close of business Friday, May 10, 2024.

Email your testimony as an attachment to HS.Approp@mail.house.gov with a subject line “Written Testimony”.

All written testimony must comply with the following requirements:

- Do not exceed four pages – testimony that exceeds four pages will be truncated.
- Type on standard 8.5 by 11 inch letter size paper.
- Single-space type in 12 point font with one inch margins.
- Clearly indicate your name, title, and institutional affiliation (if any) at the top of the first page.
- Clearly state in the first paragraph the agency, program, and amount of funding involved in the request.
- Do not include color and detailed photos, since the official record will contain photographically reproduced copies of written testimony. 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.
- When submitting written testimony, a Witness Disclosure Form should also be included. The form can be found [here](#).

If you have additional questions, please contact the subcommittee at 202-225-5834, or at HS.Approp@mail.house.gov.