

**House Committee on Appropriations  
Subcommittee on National Security, Department of State, and Related  
Programs**

**Instructions for Submitting a Request to Testify for  
Public Witness Hearing**

**Deadline to submit requests to testify: Friday, March 21, 2025**

The Public Witness Hearing will be held on Wednesday, April 2, 2025, at 10:00 AM in room 2362-A of the Rayburn House Office Building.

Please submit all requests to testify to the Subcommittee to [NSRP.Approp@mail.house.gov](mailto:NSRP.Approp@mail.house.gov). Please include “Public Witness Hearing – Request to Testify” in the subject line and include the following information at the beginning of the opening paragraph:

- Witness organization
- Witness name
- Program or subject matter of the testimony
- Point of contact, if different from the witness

While the Subcommittee will honor as many requests to testify as possible, capacity constraints may prevent us from honoring every request.

**We will notify those who have been selected to testify.** Those selected to testify will receive further instructions.

Those not selected may submit written testimony for the hearing record.

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**Instructions for Providing Written Public Testimony – All Groups**

**Deadline to submit written testimony for the record: Wednesday, April 2, 2025**

If you would like to submit written testimony for inclusion in the hearing record, please send written testimony and the Truth in Testimony form to: [NSRP.Approp@mail.house.gov](mailto:NSRP.Approp@mail.house.gov) with the subject line: “FY 2026 Written Testimony for the Hearing Record.”

All written testimony for the hearing record 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 or detailed photos; the use of charts and tables and the use of appropriate bold-type and bullets are acceptable.
- All document files will be accepted, but PDF documents are preferred.
- Truth in Testimony Witness Disclosure forms are required with all testimony submissions.
  - Find the Truth in Testimony form [here](#).
  - 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 testimony.
  - For pre-form fields:
    - Committee: Appropriations
    - Subcommittee: National Security, Department of State, and Related Programs
    - Hearing Date: 04/02/2025
    - Hearing Title: FY 2026 Public Witness