

**House Committee on Appropriations**  
**Subcommittee on Commerce, Justice, Science, and Related Agencies**

**Fiscal Year 2024 Appropriations**  
**Instructions for Providing Written Public Witness Testimony**

The House Appropriations Subcommittee on Commerce, Justice, Science, and Related Agencies will be accepting written testimony from interested outside witnesses on the Fiscal Year 2024 budget. Testimony on programmatic issues under the jurisdiction of the subcommittee will be accepted for placement in the public record. *Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*

**All testimony must be received by April 14, 2023, at 5:00 p.m. ET.**

**Delivery instructions:**

- Please email your testimony to [CJ.Approp@mail.house.gov](mailto:CJ.Approp@mail.house.gov).
- Include in the subject line: “FY24 Written Testimony for the Record”
- Include your full name and contact information, as well as the subject matter of your testimony.
- Attach a completed and signed copy of the Truth in Testimony form.
- Only electronic submissions will be accepted. Do not send testimony via fax or mail.

**Written testimony must comply with the following guidelines:**

- Submissions will only be accepted in PDF file format. Word documents will not be accepted.
- Testimony may not exceed four pages. Testimony that exceeds four pages will be truncated.
- Testimony must be typed on letter size paper (8.5” x 11”), single spaced, with one-inch margins and 12-point font.
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any).
- In the first paragraph, clearly indicate the Department or Agency that your testimony addresses.
- Do not include color or detailed photos, as the hearing volume will contain photographically reproduced copies of written testimony. Use of charts, tables, and bullet points are acceptable, as long as they are within the four-page maximum length.
- To protect your privacy, do not include personal addresses, phone numbers, or signatures in the written testimony. (You may include this information in the body of your submission email, separate from written testimony.)

**Witness Disclosure Form:**

- The Truth in Testimony form can be found [here](#).
- The subcommittee requires the Truth in Testimony witness disclosure form to accompany all written testimony.
- Save the form to your computer, open in Adobe Acrobat Reader or a similar PDF reader, complete applicable fields, save the form, and attach it alongside your 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 Commerce, Justice, Science, and Related Agencies. If you have any questions, please contact the subcommittee at (202) 225-3351.