

House Committee on Appropriations

Subcommittee on Homeland Security

**Instructions for Submitting a Request to Testify at Members' Day and Testimony for the Record**

The Appropriations Subcommittee on Homeland Security has scheduled a hearing to take Member testimony on the Department of Homeland Security, which is under the jurisdiction of the Subcommittee, on Thursday, April 26<sup>th</sup> beginning at 3:30 PM in room 2359 of the Rayburn House Office Building. Each Member will have 5 minutes for oral remarks. The order of appearance and additional hearing details will be provided prior to the hearing.

Staff of interested Members should contact Dave Roth at 202-225-5834 or [David.Roth@mail.house.gov](mailto:David.Roth@mail.house.gov) to confirm their Member's participation. The Subcommittee requests that each office provide a cell number for the Member's staff person for the day of the hearing so Subcommittee staff can reach you if there are any last minute changes to the schedule. **All requests to testify must be received by close of business on Friday, April 20<sup>th</sup>.**

Please provide written testimony for the record by no later than close of business on Monday, April 23<sup>rd</sup>.

The statement must conform to the following guidelines:

- Testimony must not exceed five pages, single-sided;
- Testimony must be double-spaced on 8.5 by 11 inch letter size paper, with one-inch margins and at least 12 point font;
- Clearly indicate the Member's name and district at the top of the first page;
- 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 five-page maximum length.

If you have any questions, please contact the Subcommittee at (202) 225-5834.