

Committee on Homeland Security

U.S. House of Representatives
(202) 226-8417; Fax (202) 226-3399

Testimony Format Requirements

The following restrictions apply only to materials you submit for inclusion in the printed hearing record. All testimony and materials must be received by the Committee **at least two working days** before the day of the hearing.

Each statement and exhibit presented to the Committee for inclusion in the printed record must conform to the guidelines listed below. We will not print statements or exhibits that are not in compliance with these guidelines; non-compliant submissions will be retained in the Committee files.

1. **TESTIMONY.** Please provide the clerk one hard copy and an electronic (e-mailed) copy of testimony for distribution to Committee Members and the press no later than 48 hours prior to the hearing. Please use typed, single-spaced, letter-size (8½ x 11) white paper NOT to exceed a total of 12 pages. We require a copy of your testimony and exhibits in WordPerfect, MS Word or text (ASCII) format to include in the printed record.

2. **HEADING.** At the top of your first page, please give your name, title, the organization that you represent, and the date and title of the hearing.

3. **ATTACHMENTS.** If you submit attachments, charts, photos, or other exhibits to your testimony please include them as separate items at the end of your testimony. If attachments are more than 10 pages long (in addition to your original testimony) or on paper larger than 8½ x 14, we cannot accept them for printing. Instead, you should paraphrase or quote from the exhibit material. As with your testimony, we require a copy of all attachments in electronic form. Copyrighted material will not be duplicated by the Committee. The Committee will retain all exhibit material not meeting these requirements in its files.

4. **PUBLIC ACCESS.** The Committee provides public access to hearing materials via the Internet at the Committees' website <http://homeland.house.gov/>. Please be sure to send your statement electronically to the Committee Clerk as directed in the invitation.