

**Subcommittee on Homeland Security
Outside Witness Testimony (OWT) Instructions
FY 2013 Appropriations
Guidelines**

Format:

- Testimony (and supporting material) should be a maximum of four (4) pages on 8½ x 11 paper, single sided, single spaced, and have a 1” margin.
- Do not include a cover page. At the top of the first page list the name of the organization submitting testimony, the subcommittee for which the testimony has been prepared, and the Department and/or Agency the testimony is addressing.

Delivery:

- Please e-mail testimony to homelandsec@appro.senate.gov with the subject line “OWT.” We will only accept testimony formatted in Word Perfect and Microsoft Word. Please DO NOT SEND PDF files. Electronic submission only, testimony sent via the US mail or by Fax will not be accepted.
- Include contact information (phone, fax, e-mail, and address).

Deadline:

- All material must be received no later than Monday, April 30, 2012. This deadline will be strictly enforced.

Thank you.

Subcommittee on Homeland Security
Committee on Appropriations
United States Senate, SD-135
Washington, D.C. 20510
202-224-8244