

How to fill out a Witness Slip

A witness slip records your position for important legislation, tells legislators where you stand, and helps them understand how many people care about an issue.

If you received a link for a specific bill, you can click that to go directly to the witness slip form. You can also go to ilga.gov → search for your bill → select the committee (e.g., House Human Services Committee).

Complete the **Identification section** with your name and contact information.

The screenshot shows the 'Human Services Committee Create Witness Slip - 104th General Assembly (2025-2026)' page. A callout box points to the bill details: 'Location: Room C-1 Stratton Building Springfield, IL', 'Posting Date: 3/25/2026 8:00 AM', 'Subject Matter: Unavailable', and 'Witness Slip Information For HB5605'. Below this is the 'Identification' section with the following fields:

- Name: Add your first and last name
- Address: Add your street address
- City: Add the city you live in
- State: Add the state you live in
- Zip: Add your zip code
- Firm/Business Or Agency: Type Self
- Title: Type Self
- Enter Email: Add your email address
- Phone Number (xxx-xxx-xxxx): Phone number
- Fax Number (xxx-xxx-xxxx) (Optional):

Representation section: Type your organization’s name or “Self” if you are representing yourself.

The screenshot shows the 'Representation' section of the form. It includes a note: 'This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.' Below the note is a text input field labeled 'Representation' with the placeholder text 'Type Self'.

In the **Position** section:

1. Use the Add Legislation drop down to select “Original Bill”
2. Use the Add Position drop down to select “Proponent”, “Opponent”, or “No Position on Merits”
 - a. Choose **Proponent** if you support the bill, proposal, or hearing topic.
 - b. Choose **Opponent** if you disagree with the bill, proposal, or hearing topic; or believe it would negatively impact people with developmental disabilities, their families, or community services.
 - c. Choose **No Position on Merits** if you are sharing information, raising implementation considerations, or providing assistance without taking a stance for or against the proposal.
3. Click the blue “Add Position” button

The screenshot illustrates the user interface for adding a position on legislative items. At the top, the navigation bar includes the ILGA.GOV logo and links for LEGISLATION & LAWS, REPORTS & INQUIRY, RULES & REGULATIONS, SENATE, HOUSE, and LOG IN. The main content area is titled "Position" and features a header "Add your position(s) on the legislative items." Below this, there are two dropdown menus: "Add Legislation" and "Add Position", followed by a blue "Add Position" button. A blue circle highlights the "Add Position" button. To the right, a message states "No positions selected at this time." Below the main form, two smaller panels demonstrate the selection process. The left panel shows "Original Bill" selected under the "Add Legislation" dropdown. The right panel shows "Proponent" selected under the "Add Position" dropdown. At the bottom, a section titled "Your Legislation Positions:" displays a list with one item: "Original Bill - Proponent". Blue arrows indicate the flow of the process from the main form to the selection panels and finally to the resulting list.

After clicking “Add Position” button you will see your position added in the box on the right

In the **Testimony** section, click on “Record of Appearance”.

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

Oral In Person

Written Statement Filed

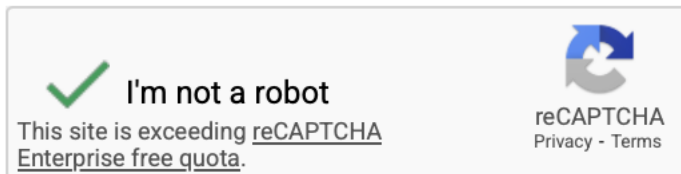
Record Of Appearance Only

You can also choose to add a written statement if you’d like to share more information. The committees prefer the bill sponsor present written statements. If you would like to include one, please complete this [Written Testimony](#) form.

Final steps:

1. Check the box to agree to ILGA terms
2. Check the box to prove you are not a robot
3. Click the “Submit Witness Slip” button

I agree to the ILGA Terms Of Agreement



Submit Witness Slip

Cómo rellenar un Testimonio

Un papel de testigo registra tu posición para legislación importante, dice a los legisladores cuál es tu postura y les ayuda a entender cuántas personas se preocupan por un tema.

Si recibiste un enlace para una factura específica, puedes hacer clic para ir directamente al formulario de testigo. También puedes ir a ilga.gov → buscar tu proyecto de ley → seleccionar el comité (por ejemplo, el Comité de Servicios Humanos de la Cámara).

Completa la **sección de Identificación** con tu nombre e información de contacto.

Sección de representación: Escribe "YO" para representarte a ti mismo o escribe el nombre de tu organización si estás representando.

En la **sección de Puestos**:

4. Utiliza el desplegable Añadir legislación para seleccionar "Proyecto de ley original"
5. Utiliza el desplegable de Añadir Posición para seleccionar "Proponente", "Oponente" o "No Posición por Méritos"
 - a. Elige **Proponente** si apoyas el proyecto de ley, la propuesta o el tema de la audiencia.
 - b. Elige **Opositor** si no estás de acuerdo con el proyecto de ley, propuesta o tema de audiencia; o crees que afectaría negativamente a personas con discapacidades del desarrollo, a sus familias o a los servicios comunitarios.
 - c. Elige **No Position on Merits** si compartes información, planteas consideraciones de implementación o prestas asistencia sin tomar una postura a favor o en contra de la propuesta.
6. Haz clic en el botón azul "Añadir posición"

The screenshot shows the ILGA.GOV website interface for adding a position. At the top, there is a navigation bar with 'ILGA.GOV' and several menu items: 'LEGISLATION & LAWS', 'REPORTS & INQUIRY', 'RULES & REGULATIONS', 'SENATE', 'HOUSE', and 'LOG IN'. Below this is a 'Position' section with a header and a sub-header 'Add your position(s) on the legislative items.' There are two dropdown menus: 'Add Legislation' and 'Add Position'. The 'Add Position' button is circled in orange. To the right of these dropdowns, it says 'No positions selected at this time.' Below the main form are two smaller screenshots. The left one shows the 'Add Legislation' dropdown menu open with 'Original Bill' selected. The right one shows the 'Add Position' dropdown menu open with 'Proponent' selected. Blue arrows indicate the flow of the process from the main form to the dropdowns and back to the main form.

Después de hacer clic en el botón "Añadir posición" verás que tu posición se añadió en el recuadro de la derecha

The screenshot shows a box titled 'Your Legislation Positions:'. Inside the box, there is one entry: 'Original Bill - Proponent' with a red 'x' icon to its left.

En la sección de **Testimonios**, haz clic en "Registro de comparecencia".

Testimony

Select the testimony that you will supply for the hearing. (Check All That Apply)

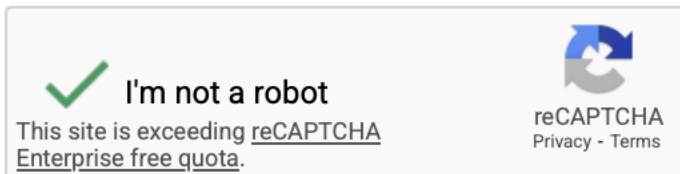
Oral In Person
 Written Statement Filed
 Record Of Appearance Only

También puedes optar por añadir una declaración por escrito si quieres compartir más información. Los comités prefieren que el patrocinador del proyecto presente declaraciones escritas. Si desea incluir uno, por favor complete este [formulario de Testimonio Escrito](#).

Pasos finales:

4. Marca la casilla para aceptar los términos de ILGA
5. Marca la casilla para demostrar que no eres un robot
6. Haz clic en el botón "Enviar hoja de testigo"

I agree to the ILGA Terms Of Agreement



Submit Witness Slip