

## 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](http://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 header and a text input field with the following text:

This section is to be filled if the witness is appearing on behalf of a group, organization or other entity.

Representation: 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

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**Position**

Add your position(s) on the legislative items.

Add Legislation Add Position

No positions selected at this time.

Add Position

**Position**

Add your position(s) on the legislative items.

Original Bill

Add Legislation

Original Bill

Add Position

**Position**

Add your position(s) on the legislative items.

Original Bill

Add Position

Proponent

Opponent

No Position On Merits

Add Position

**Your Legislation Positions:**

Original Bill - Proponent

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

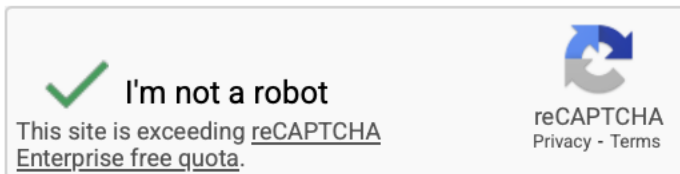
Record Of Appearance Only

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**