

Attachment I: Pre-notice Letter

DRAFT

<<Pre-Notice Letter to be drafted on BJS letterhead>>

Date

Agency address

Dear (Name):

Within the next week you will receive via (insert mode of transmission: mail, fax, or email) a request to complete a brief survey for an important data collection authorized by the Bureau of Justice Statistics (BJS), Office of Justice Programs, Department of Justice. The survey will be sent to you from (name of data collection agent).

BJS began the Firearm Inquiry Statistics (FIST) Program in 1995 to provide national estimates of the total number of firearm purchase applications received and denied pursuant to the Brady Act and similar state laws. The FIST program collects counts of firearm transfers and permit checks conducted by state and local agencies and combines this information with the Federal Bureau of Investigation (FBI) National Instant Criminal Background Check System (NICS) transaction data to produce national estimates of background check activity. Additional information on reasons for denials, appeals of denials, and law enforcement actions the FBI and the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) take against denied persons is also collected.

Our records indicate that you currently conduct (list type of background check) for the state of (name). You are receiving this letter to request in advance your cooperation in this important initiative. We anticipate that the completion of the survey will take you approximately 15 minutes. Your participation in this data collection will help to ensure the reliability of the national estimates of background check applications and denials.

Thank you for your time and consideration. Your support of the FIST Program is appreciated. Please do not hesitate to contact me at any time at (contact information).

Sincerely,

(BJS Program Manager name)

Signature