

**Attachment IV (Attachment VI in original OMB submission)
Survey Cover Letter to Local Agencies (DRAFT)**

<Date>

OMB No. XXXX-XXXX: Approval expires: XX/XX/XXX

<Title, First Name, Last Name>

<Agency>

<Address>

<City, State, Zip code>

Dear <Agency POC Name>:

The Firearm Inquiry Statistics (FIST) program is preparing the 2010 estimates of background checks for firearm transfers for the Bureau of Justice Statistics (BJS). Since 1995, FIST has collaborated with federal, state, and local agencies to provide estimates of the total number of firearm purchase applications received and denied pursuant to the Brady Act and similar state laws. Data provided by your agency and others across the nation will be combined to produce the 2010 national estimates of background checks for firearm transfers and reasons for denial, and the data obtained will be published in the “Background Checks for Firearm Transfers” series on the BJS website. We hope to have the 2010 data published in the fall of 2011. For your reference, “Background Checks for Firearm Transfers, 2009” is now available on the BJS website at <URL>.

Your past participation in this voluntary effort has provided a wealth of useful data for policymakers, researchers, administrators, and others who use the survey data to observe levels of background check trends and activities nationwide and to understand the continuing effects of the Brady Act and its enforcement. Please note, consistent with past collection, data collected are summary statistics of an administrative nature and do not allow for the identification of any individual. The data collected are in the public domain and are not subject to confidentiality assurances.

As in the past, a Tally Sheet is included with this letter to collect data on the background check activities conducted by your agency in 2010, including information collected on the reasons for denied applications. Unless it is easier for you to report the monthly data, we ask that you provide the cumulative totals for the number of applications approved and denied by your agency in 2010, and reasons for denial, directly on the spreadsheet. The materials can be returned via fax to 314-535-1729 or via mail to the address listed below. The spreadsheet can also be submitted electronically to <xxxx@xxxx.xxx>. **In order for us to complete our analyses of the 2010 data, we would greatly appreciate if you would return the completed Tally Sheet and your signed review by <date>.**

Thank you, as always, for your assistance and continued participation in this important effort. Your contributions to the FIST program are greatly appreciated. If you have any questions, comments, or concerns about this request, or have recommendations about how to improve the data collection process, please contact me directly via phone at xxx-xxx-xxxx or email at <xxxx@xxxx.xxx>.

<Name, FIST Project Manager>

<Signature Line>