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December 14, 2016

«NAME», «TITLE»  
«FACILITY»  
«ADDRESS1»  
«ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «SALUTATION»:

Once again it is time to collect information about persons under sentence of death in your jurisdiction. Enclosed you will find NPS-8 and NPS-8A forms for calendar year 2016. The U.S. Census Bureau collects these data for the Bureau of Justice Statistics (BJS) under the authority of Title 42, U.S.C., Section 3732. All information will be managed in accordance with the [BJS Data Protection Guidelines](#), which summarize the many federal statutes, regulations, and other authorities that govern BJS data and data collected and maintained under BJS's authority. The information that you provide makes it possible for us to produce an annual report on capital punishment, which is among the most requested BJS publications.

While your participation is voluntary, your assistance is extremely important. Because of your careful work and that of other data providers, our annual report is viewed as a reliable and accurate source of information on the death penalty in the United States. Results from the 2015 collection will be released in late December or early January. You can access previous capital punishment reports on the BJS website at <http://www.bjs.gov/index.cfm?ty=pbse&sid=1>.

We strongly encourage you to use the updated web submission option at <https://respond.census.gov/nps8>. Please retain this information as web login and password information have been sent in a separate letter. Completed forms can also be submitted via mail using the enclosed return envelope or by fax at (888) 891-2099. We ask that you submit completed forms by **«M\_2016\_RETURN», 2017**. If you have questions or need assistance, you may contact Leslie Miller, our collection agent at the Census Bureau, by email at [govs.nps8@census.gov](mailto:govs.nps8@census.gov) or by phone at (800) 253-2078.

We estimate that your reporting burden will average 30 minutes per response, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires xx/xx/xxxx. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0030, Washington, DC 20503.

Thank you for your time and efforts in this data collection and for your support of BJS's statistical programs. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*  
Corrections Statistics Program

Michael Planty, Ph.D., *Acting Chief*  
Corrections Statistics Program

Enclosures.

Sample data collection letter for NPS-8/8A Web respondents

December 14, 2016

«NAME», «TITLE»  
«FACILITY»  
«ADDRESS1»  
«ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «SALUTATION»:

Once again it is time to collect information about persons under sentence of death in your jurisdiction. Enclosed you will find NPS-8 and NPS-8A materials for calendar year 2016. The U.S. Census Bureau collects these data for the Bureau of Justice Statistics (BJS) under the authority of Title 42, U.S.C., Section 3732. All information will be managed in accordance with the [BJS Data Protection Guidelines](#), which summarize the many federal statutes, regulations, and other authorities that govern BJS data and data collected and maintained under BJS's authority. The information that you provide makes it possible for us to produce an annual report on capital punishment, which is among the most requested BJS publications.

While your participation is voluntary, your assistance is extremely important. Because of your careful work and that of other data providers, our annual report is viewed as a reliable and accurate source of information on the death penalty in the United States. Results from the 2015 collection will be released in late December or early January. You can access previous capital punishment reports on the BJS website at <http://www.bjs.gov/index.cfm?ty=pbse&sid=1>.

During the contact information verification conversation with Leslie Miller, our collection agents at the Census Bureau, you expressed interest in submitting your data using the online web application. You can access materials for web submission at <https://respond.census.gov/nps8>. Please retain this information as web login and password information have been sent in a separate letter. We ask that you submit data by «M\_2015\_RETURN», 2017. If you have questions or need assistance, you may contact Leslie Miller by email at [govs.nps8@census.gov](mailto:govs.nps8@census.gov) or by phone at (800) 253-2078.

We estimate that your reporting burden will average 30 minutes per response, including the time needed to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. The approval of this data collection expires 11/30/2016. Send comments regarding this burden or any other aspect of this collection of information, including suggestions for reducing this burden, to the Director, Bureau of Justice Statistics, Washington, DC 20531 and to the Office of Management and Budget, OMB No. 1121-0030, Washington, DC 20503.

Thank you for your time and efforts in this data collection and for your support of BJS's statistical programs. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*  
Corrections Statistics Program

Michael Planty, Ph.D., *Acting Chief*  
Corrections Statistics Program

Enclosures.

Sample data collection letter for NPS-8/8A Web respondents – Login information

December 14, 2016

«NAME»  
«TITLE»  
«FACILITY»  
«ADDRESS1»  
«ADDRESS2»  
«CITY», «STATE» «ZIP»

Dear «SALUTATION»:

Thank you for your continued participation in the National Prisoner Statistics (NPS-8) data collection. As mentioned in the introductory letter sent under separate cover, if you choose to submit your data online you may do so using the username and password information below. Username and password are case sensitive. The web address for online submission can be found in the survey introduction letter. Please retain both letters in order to efficiently access the online web application when you are ready to submit your data.

USERNAME: «USER\_ID»  
PASSWORD: «PASSWORD»

We ask that you please submit your data by «**M\_2016\_RETURN**», **2017**. If you need any assistance, please contact Leslie Miller, our data collection agent at the U.S. Census Bureau, by phone at (800) 253-2078 or by email at [govs.nps8@census.gov](mailto:govs.nps8@census.gov).

Sincerely,

Tracy L. Snell, *Statistician*  
Corrections Statistics Program

Michael Planty, Ph.D., *Acting Chief*  
Corrections Statistics Program

## Sample data collection letter for NPS-8B/8C respondents

December 14, 2016

«NAME», «TITLE»  
«ADDRESS1»  
«ADDRESS2»  
«ADDRESS3»  
«CITY», «STATE» «ZIP»

Dear «SALUTATION»:

Once again it is time to collect information regarding the status of state and federal death penalty statutes. The information that you and others provide makes it possible for the Bureau of Justice Statistics (BJS) to produce an annual report on capital punishment. In addition to providing statistics on persons under sentence of death and executions, the report tracks changes in death penalty laws over time.

The enclosed questionnaire refers to death penalty laws enacted in your jurisdiction during the period **January 1, 2016 through December 31, 2016**.

You can submit your completed NPS-8«FORM» form via web, fax, or mail. We strongly encourage you to use the web submission option at <https://respond.census.gov/nps8ag>. Login and password information can be found on the first page of the survey, to the left of the address. If you would prefer to submit your data via fax, please fax both sides of your form to (888) 891-2099, attention Leslie Miller, our collection agent at the U.S. Census Bureau. You may also mail your form to the Census Bureau using the enclosed envelope.

Regardless of which submission option you choose, we would like to receive your form no later than **February 5, 2017**. If you have any questions or need any assistance, please contact Leslie Miller by email at [govs.nps8@census.gov](mailto:govs.nps8@census.gov) or by phone at (800) 253-2078.

The Census Bureau collects these data for BJS, under the authority of Title 42, U.S.C., Section 3732. All information will be managed in accordance with the [BJS Data Protection Guidelines](#), which summarize the many federal statutes, regulations, and other authorities that govern BJS data and data collected and maintained under BJS's authority. Your participation is voluntary; however, your cooperation is extremely important in helping us assemble an accurate picture of capital punishment in the United States. Results from the 2014 and 2015 collections will be released in late December or early January. You can access previous capital punishment reports on the BJS website at <http://www.bjs.gov/index.cfm?ty=pbse&sid=1>.

Thank you for your continued participation in this data collection. If we can help meet your information needs, please visit our website at <http://bjs.gov> or call us at (202) 307-0765.

Sincerely,

Tracy L. Snell, *Statistician*  
Corrections Statistics Program

Michael Planty, Ph.D., *Acting Chief*  
Corrections Statistics Program

Enclosures.

Sample data release notification letter for NPS-8/8A respondents

Title First name Last name

Job title

Office

Division

Building

Address1

Address2

City, State Zip code

Dear <Title>< Last name>:

Thank you for your participation in the Bureau of Justice Statistics' survey on capital punishment. The enclosed draft tables have been compiled from information provided by your office regarding persons under sentence of death **during calendar year 2015**. These data will be used in electronic tables that will become available on the BJS website in January (<http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=18>).

If you have questions, please call me at (202)616-3288.

Please do not distribute these tables. The data are preliminary and subject to change.

As always, we appreciate your assistance in maintaining the accuracy and timeliness of the Capital Punishment series.

Sincerely,

Tracy L. Snell

Statistician

Corrections Statistics

Attachments

Sample data release notification letter for NPS-8B/8C respondents

{Date}

Title First name Middle Initial Last Name

Job title, Job title #2

Office

Building address

Street address

City, State Zip code

Dear <Title>< Last Name>:

Thank you for your participation in the Bureau of Justice Statistics' survey on capital punishment. The enclosed tables were assembled from information provided by your office regarding the status of capital statutes in your State **during calendar year 2015**. We will include these tables in *Capital Punishment, 2015 – Statistical Tables*, our annual capital punishment report. We expect the information to be released to the public in January (<http://bjs.ojp.usdoj.gov/index.cfm?ty=tp&tid=18>).

If you have questions, please feel free to call me at (202)616-3288.

Please do not distribute these tables. The data are preliminary and subject to change.

As always, we appreciate your assistance in maintaining the accuracy and quality of these data.

Sincerely,

Tracy L. Snell

Statistician

Corrections Statistics

Attachments