Census of State and Federal Adult Correctional Facilities (CCF)
Data Collection Point-of-Contact Designation

Please use this form to designate a point of contact (POC) at your agency who can provide facility-level data for the correctional facilities which are operated by your state DOC. Please return this form by **[INSERT DATE].**

Your POC form can be:

- **Mailed** to RTI International using the enclosed postage-paid envelope.
- **Phoned** to the RTI Data Collection Team at 1-866-354-4993.
- **Emailed** to the RTI Data Collection Team at bjs-prisoncensus@rti.org.
- **Faxed** to RTI Data Collection Team at 1-919-541-7250

CCF ROSTER DEVELOPMENT POINT OF CONTACT	
SALUTATION:	☐ Mr ☐ Mrs ☐ Ms ☐ Dr
NAME:	
TITLE:	
MAILING ADDRESS:	
CITY:	
STATE:	
ZIP CODE:	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	

The Bureau of Justice Statistics (BJS) is authorized to conduct this data collection under 34 U.S.C. § 10132. BJS will protect and maintain the confidentiality of your personally identifiable information (PII) to the fullest extent under federal law. BJS, its employees, and its contractors will only use the information you provide for statistical or research purposes pursuant to 34 U.S.C. § 10134, and will not disclose your information in identifiable form to anyone outside of the BJS project team without your consent. All PII collected under BJS's authority is protected under the confidentiality provisions of 34 U.S.C. § 10231. Any person who violates these provisions may be punished by a fine up to $10,000, in addition to any other penalties imposed by law. Further, per the Cybersecurity Enhancement Act of 2015 (6 U.S.C. § 151), federal information systems are protected from malicious activities through cybersecurity screening of transmitted data. For more information on how BJS and its contractors will use and protect your information, go to https://www.bjs.gov/content/pub/pdf/BJS_Data_Protection_Guidelines.pdf.