Attachment 13 – Pre-notification Letter Follow-up E-mail and Web Form

TO: john.doe@state.com

SUBJECT: Information Regarding the Upcoming Annual Surveys of Probation and Parole (ASPP) | USER_ID

BODY OF E-MAIL:

Dear Mr. John Doe,

I'm writing on behalf of the Bureau of Justice Statistics (BJS) regarding the Annual Surveys of Probation and Parole (ASPP). You recently received a letter from the Chief of the Corrections Statistics Unit of BJS introducing the 2017 collection. Your participation in this survey is voluntary, but is also needed to produce complete and accurate statistics about the probation and parole populations in the United States.

As noted in that letter, we will send your designated survey respondent an invitation to the 2017 collection in January. If you have not submitted this information via fax, please use the following information to log onto the ASPP website (www.bjs-aps.org) and confirm or update the contact information for your agency:

Username: userID1 **Password:** PW1

If you have already provided updated information, thank you for your prompt response. We look forward to working with you on this important data collection.

Sincerely,

Tim Smith
RTI Project Director
Annual Surveys of Probation and Parole

E-mail: bjs-aps-help@rti.org
Phone: (866) 334-4175
Fax: (866) 509-7471

2016 Annual Surveys of Probation and Parole Designation Form

Please review the information below. Indicate whether the Head of Agency and Designated Survey Respondent information is accurate or make updates and corrections as needed.

Head of Agency

	Information on File	Updated Information
Agency Name:	Doe County Probation	
Salutation, First Name, Last Name:	Mr. John Doe	
Title:	Chief Probation Officer	
Address Line 1:	123 Sesame Street	
Address Line 2:		
City, State, Zip:	Raleigh, NC 27606	-
Email:	Johndoe@probation.org	
Phone:	123-456-7890	- - Ext.
Fax:	123-456-7891	- - Ext.
(Attention to:) Salutation, First Name, Last Name	Attn: Mr. John Doe	

☐ All Information is correct

Designated Survey Respondent

	Information on File	Updated Information
Salutation, First Name, Last Name:	Ms. Jane Doe	
Title	Probation Officer	
Address line 1:	123 Sesame St.	
Address line 2:		
City, State, Zip	Raleigh, NC 27606	-
Email:	janedoe@probation.org	
Phone:	123-123-1230	- - Ext.
Fax:	123-123-1231	- - Ext.

☐ All Information is correct

Submit