Attachment 11 – Director final reminder letter

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Statistics

Washington, DC 20531

«MONTH, DAY, YEAR»

«CONTACT», «TITLE»
«AGENCYNAME»
ATTN: PREA Coordinator
«ADDRESS1»
«ADDRESS2»
«CITY», «STATE_ABBR» «ZIP» «ZIPEXT»

Dear «SALUTATION»:

I am writing to ask for your assistance in completing the Bureau of Justice Statistics' (BJS) **«Year»** *Survey of Sexual Victimization* (SSV). The Prison Rape Elimination Act of 2003 (PREA; P.L. 108-79), requires BJS to "carry out, for each calendar year, a comprehensive statistical review and analysis of the incidence and effects of prison rape." To that end, BJS administers this data collection. The Act also requires adult correctional and juvenile justice administrators to participate in the survey and provide the requested information to BJS. The due date for submission has passed and we have yet to receive your data. As mandated by PREA, we are requesting that you submit your data by «Date».

You may submit your data online –

Website:	**https://respond.census.gov/ssv**
UserID:	**«USERID»**
Temporary password:	**«PASSWORD»**

If you prefer, you may download the **«Year»** SSV form from the website above, fill it out, and fax or mail it back
to us.

If you have any questions about this survey, please contact Greta Clark at the Census Bureau at 800-253-2078 or Greta.B.Clark@census.gov, or Emily Buehler at 202-598-1036 or Emily.Buehler@usdoj.gov.

BJS is authorized to conduct this data collection under 34 U.S.C. § 10132 and the Prison Rape Elimination Act of 2003 (PREA; P.L. 108-79), and pursuant to 34 U.S.C. § 10134 may only use data collected under its authority for research and statistical purposes. This data collection has been approved by the Office of Management and Budget (OMB Control No: 1121-0292; Expiration Date: XX/2024).

Sincerely,

«Name»
Director, Bureau of Justice Statistics
U.S. Department of Justice