

**DRAFT**

D-1685(LT-R)

(Entity Name)

(Entity Code)

(Contact ID of the HEO – allow for 7 characters)

(Date)

(Recipient Name)

(Position)

(Department Name)

(Mailing Address)

(City) (State) (ZIP)

Dear (Name of HEO)

The U.S. Census Bureau recently invited your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program, but indicated that your participation was limited because all or part of your jurisdiction is located within the boundary of a federally-recognized American Indian reservation[s] or off-reservation trust land. This limitation is being lifted, and we are offering your government the opportunity to review the confidential census address list for the entirety of your jurisdiction and choose among all available LUCA Program options described in the enclosed materials. If you have already registered for the LUCA Program, you now may select a different participation option if you choose. If you have not yet registered, we invite you to do so now.

We have enclosed the Registration Form, the Participation Option/Product Preference Form, the Confidentiality and Security Guidelines, the Confidentiality Agreement Form, and the Self-Assessment Checklist. If your government chooses to participate, or wishes to change its participation option, please do the following:

- Choose a LUCA Program participation option and complete the Participation Option/Product Preference Form.
- Complete and sign the Registration Form.
- Designate a LUCA Program liaison and reviewers. (The liaison, reviewers, and anyone else with access to the address information must sign the Confidentiality Agreement for Options 1 and 2.)
- Ensure that the LUCA Program liaison completes and signs the Self-Assessment Checklist (required for participation in Options 1 and 2).

We will supply your LUCA materials as soon as possible after we receive your completed registration forms. We will accept registrations up until **December 31, 2007**, but the

sooner we receive your registration forms the more time you will have to perform your review prior to the final submission deadline of **April 4, 2008**.

The Census Bureau estimates that it will take between 105 and 1,575 hours to complete the LUCA review depending on the number of addresses and the rate of address growth and change. This includes the time needed to read the enclosed invitation materials and complete the registration forms, and upon receipt of the LUCA materials to read the instructions, assemble and review the LUCA materials and provide updates. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138, Washington, D.C. 20233, or you may e-mail comments to [paperwork@census.gov](mailto:paperwork@census.gov); use "Paperwork Project 0607-0795" as the subject. Please include a copy of your message addressed to [luca@geo.census.gov](mailto:luca@geo.census.gov)>. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of each LUCA form.

Please return all forms to the Census Bureau as soon as possible in the enclosed postage-paid envelope. If you have any questions regarding the LUCA Program, please contact your Census Bureau regional office by telephone at 1-866-511-LUCA (5822) or via e-mail at (RO e-mail address).

We look forward to working with you.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

cc: