

[Entity Name]  
[Entity Code]  
[Contact ID]

Thank you for choosing to participate in the 2010 Census New Construction Program.

To complete participation in the New Construction program, please do the following:

1. Read and follow the User Guide;
2. Provide New Construction addresses in the specified format;
3. Submit your New Construction updates within 45 calendar days of receiving your materials.

The New Construction data CD contains a readme.txt file that can be opened using text editing software such as WordPad or Notepad. The readme.txt file includes information on how to use the materials on your data CD.

If you decide to encrypt your address list submission please use the following password [XXXXXX]. This password is unique to your government and will ensure that the Regional Census Center staff is able to open and process your data.

If you have any questions regarding the New Construction program, please contact your Census Bureau Regional Census Center by telephone at 1-866-511-5822 or via e-mail at [RCC e-mail address].