

## **Boundary and Annexation Survey (BAS) Response Methods and Materials Checklist**

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### **Paper BAS**

Your paper BAS packet includes:

- BAS Letter
- Respondent Guide – review latest updates at  
<<http://www.census.gov/geo/www/bas/bashome.html>>
- BAS Form(s)
- Maps
- Colored pencils
- NO CHANGE post card
- Postage-paid return envelope
- Ruler

To change your response method from Paper BAS to either Digital BAS or MAF/TIGER Partnership Software, you must notify the U.S. Census Bureau by **February 15** to allow adequate time for additional material creation and shipment. You may contact the Census Bureau by phone at 1-800-972-5651 or by e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

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### **Digital BAS**

and

### **Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) Partnership Software (MTPS)**

Digital BAS is designed to accept responses from experienced geographic information system (GIS) users who provide their changes to U.S. Census Bureau spatial data. Digital BAS participants must have the ability to edit Census Bureau shapefiles in order to participate in Digital BAS. The MTPS is a PC-based software application for participants to digitally update U.S. Census Bureau maps, as well as local contact data. MTPS participants do not need to have GIS experience or software in order to respond using the MTPS. Paper forms are provided for informational purposes only and should not be returned.

Your Digital BAS/MTPS packet includes:

- BAS Letter
- Respondent Guide (included on data CD)
- CD or DVD with Census Bureau spatial data shapefiles
- BAS forms(s)
- CD with MTPS software

To change your response method from Digital or MTPS to Paper BAS, you must notify the Census Bureau by **February 15** to allow adequate time for additional material creation and shipment. You may contact the Census Bureau by phone at 1-800-972-5651 or by e-mail at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

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