

ATTACHMENT A

FORM **BC-600**  
(4-10-2013)

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



## APPLICATION FOR SEARCH OF CENSUS RECORDS

### IMPORTANT INFORMATION

### PLEASE READ AND FOLLOW CAREFULLY

This application is for use in requesting a search of census records.\* Copies of these census records often are accepted as evidence of age, citizenship, and place of birth for employment, social security benefits, insurance, and other purposes.

If the applicant is located, an official transcript will be provided including the following information:

Personal Census Information	Available for census year(s)
• Census year	1910–2010
• County where taken	1910–1980
• State where taken	1910–2010
• Name	1910–2010
• Relationship to head of household	1910–2010
• Name of person in whose household you were counted	1910–2010
• Age at the time of the census	1910–1950, 1970–2010
• Date of birth	
Year and quarter	1960
Month and year	1970–1980
Year	1990
Month/day/year	2000–2010
• Place of birth	1910–1950
• Citizenship if requested or if foreign born	1910–1950
• Occupation (if requested)	1910–1950

The U.S. Census Bureau's records are arranged according to the address at the time of the census. Censuses are taken primarily for statistical, not legal, purposes. Attention is called to the possibility that the information shown in the census record may not agree with that given in your application. **The record must be copied exactly as it appears on the census form.** The U.S. Census Bureau CANNOT make changes even though it realizes that enumerators may have been misinformed or made mistakes in writing down the data they collected. Those agencies that accept census transcripts as evidence of age, relationship, or place of birth usually overlook minor spelling differences but would be reluctant to consider a record that was changed years later at an applicant's request.

If you authorize the U.S. Census Bureau to send your record to someone other than yourself, you must provide the name and address, including ZIP Code, of the other person/agency.

Birth certificates, including delayed birth certificates, are **not issued** by the U.S. Census Bureau. You can obtain the birth certificate from the Health Department or the Department of Vital Statistics of the state in which the applicant was born.

The average time it should take you to fill out the BC-600, "Application for Search of Census Records", including the time spent reading instructions is 12 minutes.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0117, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233-1500. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov); use "Paperwork Project 0607-0117" as the subject.

Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner of page 3 of this form.

\* Information from 1940 and earlier censuses is public information and is available from the National Archives.

**The completed application should be mailed to the U.S. Census Bureau, P.O. Box 1545, Jeffersonville, IN 47131, together with a money order or check payable to "Commerce-Census."**

**INSTRUCTIONS FOR COMPLETING THIS FORM  
PRINT OR TYPE INFORMATION EXCEPT SIGNATURE  
PLEASE FOLLOW NUMBERED INSTRUCTIONS**

**1. Purpose**

The purpose for which the information is desired must be shown so that a determination may be made under 13 U.S.C. 8(a) that the record is required for proper use. For proof of age, most agencies require documents closest to date of birth; therefore we suggest you complete information for the EARLIEST CENSUS AFTER DATE OF BIRTH.

**2. Signature**

Each application requires a signature. The signature should be the same as that shown on the line captioned "full name of person whose census record is requested." When the application is for a census record concerning another person, the requester must sign the application, and the authority of the requester must be furnished as stated in instruction 3 below. If signed by marking (X), please indicate the name of the person whose mark it is and have witnesses sign as instructed. IF SIGNATURE IS PRINTED, please indicate that is the usual signature.

**3. Confidential information given to other than person to whom it relates**

- (a) Census information is confidential and ordinarily will not be furnished to another person unless the person to whom it relates authorizes this in the space provided or if there is other proper authorization as indicated in 3(b), 3(c), and 3(d).
- (b) Minor children – Information regarding a child who has at this time not reached the legal age of 18 may be obtained upon the written request of either parent or guardian.
- (c) Mentally incompetent persons – Information regarding persons who are mentally incompetent may be obtained upon the written request of the legal representative, supported by a certified copy of the court order naming such legal representative.

**(d) Deceased persons – If the record requested relates to a deceased person, the application MUST be signed by (1) a blood relative in the immediate family (parent, brother, sister, or child), (2) the surviving wife or husband, (3) the administrator or executor of the estate, or (4) a beneficiary by will, or insurance. IN ALL CASES INVOLVING DECEASED PERSONS, a certified copy of the death certificate MUST be furnished, and the relationship to the deceased MUST be stated on the application. Legal representatives MUST also furnish a certified copy of the court order naming such legal representatives; and beneficiaries MUST furnish legal evidence of such beneficiary interest.**

**4. Fee required**

The \$65.00 fee is for a search of one census for one person only. The time required to complete a search depends upon the number of cases on hand at the particular time and the difficulty encountered in searching a particular case. The normal

processing time is 3 to 4 weeks. The fee covers return postage of your search results by regular mail. You do not need to include a return envelope for normal processing. For an additional fee of \$20 the search can be completed in one business day after we receive it. If you want your search results returned to you by express mail you must include a self-addressed, prepaid express mail envelope with your application. You may also submit your application by express mail for faster service.

No more than one census will be searched and the results furnished for one fee. Should it be necessary to search more than one census to find the record, you will be notified to send another fee before another search is made. Tax monies are not available to furnish the information. **If a search has been made, the fee cannot be returned even if the information is not found.**

**5. Full schedules**

The full schedule is the complete one-line entry of personal data recorded for that individual ONLY. The names of other persons will not be listed. If the applicant specifies "full schedule," the Census Bureau will furnish, in addition to the regular transcript, whatever other information appears on the named person's record in the original schedule, but only for THAT PERSON. In this case the information is typed on a facsimile of the original census schedule and verified as a true copy. There is an additional charge of \$10.00 for EACH full schedule requested.

The Census Bureau also will provide "full schedule" information for those other members of the same household for whom authorizations are furnished. (See Instruction 3 for authorization requirements). A fee of \$10.00 is required for each person listed on the full schedule.

**LIMITATIONS** – Certain information, such as place of birth, citizenship, and occupation, is available only for census years 1910 through 1950. Full schedule information is not available for census years 1970, 1980, 1990, 2000, and 2010.

**6. Census years 1910–1920–1930–1940–1950–1960–1970–1980–1990–2000–2010**

The potential of finding an individual's census record is increased when the respondent provides thorough and accurate address information FOR THE DAY THESE CENSUSES WERE TAKEN. If residing in a city AT THE TIME THESE CENSUSES WERE TAKEN, it is necessary to furnish the house number, the name of the street, city, county, state, and the name of the parent or other head of household with whom residing at the time of the census. If residing in a rural area, it is VERY IMPORTANT to furnish the township, district, precinct or beat, AND the direction and number of miles from the nearest town.

**1990, 2000, and 2010 Request – It is VERY IMPORTANT to provide a house number and street name or rural route and box number. Always include a ZIP Code.**

**7. Locator Map (optional)**

Box 7 is provided for a sketch of the area where the applicant lived at the time of the requested census.

**IF YOU NEED HELP FILLING OUT THIS APPLICATION,  
PLEASE CALL 812-218-3046, MONDAY THROUGH FRIDAY  
7:00 A.M. THROUGH 4:30 P.M. EASTERN TIME**

FORM <b>BC-600</b> (4-10-2013)	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	DO NOT USE THIS SPACE - OFFICIAL USE ONLY																
APPLICATION FOR SEARCH OF CENSUS RECORDS		\$ _____ (Fee)	Case number															
RETURN TO: U.S. Census Bureau, P.O. Box 1545, Jeffersonville, IN 47131		<input type="checkbox"/> <b>Money Order</b> <input type="checkbox"/> <b>Check</b> <input type="checkbox"/> <b>Other</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Papers received (itemize)</th> <th style="width:50%;">Returned</th> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </table>			Papers received (itemize)	Returned											
Papers received (itemize)	Returned																	
<b>NAME OF APPLICANT</b> _____		Received by _____ Date _____ Returned by _____ Date _____																
<b>1. Purpose for which record is to be used (See Instruction 1)</b> <input type="checkbox"/> Passport (date required) _____ <input type="checkbox"/> Genealogy _____ <input type="checkbox"/> Proof of age _____ <input type="checkbox"/> Other - Please specify _____																		
I certify that information furnished about anyone other than the applicant will not be used to the detriment of such person or persons by me or by anyone else with my permission.		<b>3. If the census information is to be sent to someone other than the person whose record is requested, give the name and address, including ZIP Code, of the other person or agency.</b> This authorizes the U.S. Census Bureau to send the record to: (See instruction 3) _____ _____ _____																
<b>2. Signature - Do not print (Read instruction 2 carefully before signing)</b> _____																		
<b>PRESENT MAILING ADDRESS</b> Number and street _____ City _____ State _____ ZIP Code _____ Telephone number (Include area code) _____		<b>4. A check or money order (DO NOT SEND CASH) payable to "Commerce-Census" must be sent with the application. Checks will be processed by electronic fund transfer. This fee covers the cost of a search of no more than one census year for one person only.</b>  <b>5. Fee required . . . . . \$ 65.00</b> ___ extra copies @ \$2.00 \$ _____ ___ full schedules @ \$10.00 \$ _____ ___ expedited fee @ \$20.00 \$ _____ <b>TOTAL amount enclosed \$ _____</b>																
IF SIGNED BY MARK (X), TWO WITNESSES MUST SIGN HERE Signature _____ Signature _____																		
<b>NOTICE</b> - Intentionally falsifying this application may result in a fine of up to \$250,000 or up to 5 years of imprisonment, or both (title 18, U.S. Code, section 1001).		FULL NAME OF PERSON WHOSE CENSUS RECORD IS REQUESTED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">First name</td> <td style="width:25%;">Middle name</td> <td style="width:25%;">Maiden name (If any)</td> <td style="width:25%;">Present last name</td> <td>Nicknames</td> </tr> <tr> <td>Date of birth (If unknown, estimate)</td> <td colspan="2">Place of birth (City, county, State)</td> <td>Race</td> <td>Sex</td> </tr> </table> Full name of father (Stepfather, guardian, etc.) _____ Nicknames _____ Full maiden name of mother (Stepmother, etc.) _____ Nicknames _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">First marriage (Name of husband or wife of applicant)</td> <td style="width:20%;">Year married (Approximate)</td> <td style="width:30%;">Second marriage (Name of husband or wife of applicant)</td> <td style="width:20%;">Year married (Approximate)</td> </tr> </table> Names of brothers and sisters _____ Name and relationship of all other persons living in household (Aunts, uncles, grandparents, lodgers, etc.) _____			First name	Middle name	Maiden name (If any)	Present last name	Nicknames	Date of birth (If unknown, estimate)	Place of birth (City, county, State)		Race	Sex	First marriage (Name of husband or wife of applicant)	Year married (Approximate)	Second marriage (Name of husband or wife of applicant)	Year married (Approximate)
First name	Middle name				Maiden name (If any)	Present last name	Nicknames											
Date of birth (If unknown, estimate)	Place of birth (City, county, State)				Race	Sex												
First marriage (Name of husband or wife of applicant)	Year married (Approximate)				Second marriage (Name of husband or wife of applicant)	Year married (Approximate)												

PLEASE COMPLETE REVERSE SIDE

<b>6. GIVE PLACE OF RESIDENCE FOR APPROPRIATE CENSUS DATE (SEE INSTRUCTIONS 1 AND 6)</b>					
Census date	Number and street <i>(Read instruction 6 first)</i>	City, town, township <i>(Read instruction 6 first)</i>	County and State	Name of person with whom living <i>(Head of household)</i>	Relationship of head of household
April 15, 1910 <i>(See instruction 6)</i>					
Jan. 1, 1920 <i>(See instruction 6)</i>					
April 1, 1930 <i>(See instruction 6)</i>					
April 1, 1940 <i>(See instruction 6)</i>					
April 1, 1950 <i>(See instruction 6)</i>					
April 1, 1960 <i>(See instruction 6)</i>					
April 1, 1970 <i>(See instruction 6)</i>					
April 1, 1980 <i>(See instruction 6)</i>					
April 1, 1990 <i>(See instruction 6)</i>		ZIP Code			
April 1, 2000 <i>(See instruction 6)</i>		ZIP Code			
April 1, 2010 <i>(See instruction 6)</i>		ZIP Code			
<b>7. LOCATOR MAP</b> (Optional) <b>PLEASE DRAW A MAP OF WHERE THE APPLICANT LIVED, SHOWING ANY PHYSICAL FEATURES, LANDMARKS, INTERSECTING ROADS, CLOSEST TOWNS, ETC., THAT MAY AID IN LOCATING THE APPLICANT FOR THE CENSUS YEAR REQUESTED.</b>					
<b>HAVE YOU SIGNED THE APPLICATION AND ENCLOSED THE CORRECT FEES?</b>					