

Mail Materials, SMarT August Test

Form Number	Description	Mailout Date	Notes
CSM-16(L)(1)	Initial letter, version 1	July 25	Modified slightly from DD-16(L)(1); Content similar to the English side of DF-16(L2)(E/S); letter size same as DC-16(L)(1)
CSM-16(L)(2)	Initial letter, version 2	July 25	Modified slightly from DD-16(L)(1); Content similar to the English side of DF-16(L2)(E/S); letter size same as DC-16(L)(1)
CSM-16(L)(3)	Initial letter, version 3	July 25	Modified slightly from DD-16(L)(1); Content similar to the English side of DF-16(L2)(E/S); letter size same as DC-16(L)(1)
CSM-16(L)(4)	Initial letter, version 4	July 25	Modified slightly from DD-16(L)(1); Content similar to the English side of DF-16(L2)(E/S); letter size same as DC-16(L)(1)
CSM-33	Internet instruction card	July 25	Modified slightly from DD-33; looks like the English side of DF-33(E/S)
CSM-9(P1)	First reminder postcard	August 1	Modified slightly from DD-9(PA1); Content similar to the English side of DF-9B(E/S)
CSM-9(P2)	First reminder postcard, version 2	August 1	Content identical to CSM-9 (P1); tabbed closure
CSM-9(P3)	First reminder postcard, version 3	August 1	Content identical to CSM-9 (P1); perforated closure
CSM-10(P)	Second reminder postcard	August 8	Modified slightly from DD-9(PB1); Content similar to the English side of DF-9(2B)(E/S)
CSM-17(L)(1)	Final letter, version 1	August 15	Modified slightly from DD-17(L)(1); Content similar to the English side of DF-17(L2)(E/S)
CSM-17(L)(2)	Final letter, version 2	August 15	Modified slightly from DD-17(L)(1); Content similar to the English side of DF-17(L2)(E/S)
CSM-17(L)(3)	Final letter, version 3	August 15	Modified slightly from DD-17(L)(1); Content similar to the English side of DF-17(L2)(E/S)
CSM-17(L)(4)	Final letter, version 4	August 15	Modified slightly from DD-17(L)(1); Content similar to the English side of DF-17(L2)(E/S)

STANDARD LETTER

Initial Mail Letter, Version 1 / CSM-16 (L)(1)

Send date: Monday, July 25, 2016

July 25, 2016

Dear Resident:

Your address has been randomly selected by the U.S. Census Bureau to participate in the National Census Bureau Survey. The Census Bureau conducts this important, 10-minute survey to help make the 2020 Census easier, more convenient, and less costly.

Results from the 2020 Census will be used to:

- Allocate resources for schools, health services, and new business development
- Prepare your community to meet transportation and emergency readiness needs
- Help ensure the political representation of your community

Respond by August 1 at: https://respond.census.gov/ncbs
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The Census Bureau is using the Internet instead of paper forms mailed to you to securely collect this information, to conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

The census is so important that your response is required by U.S. law, and your answers are kept completely confidential. If you don't respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

Thank you in advance for your prompt response.

Sincerely,

John H. Thompson

Director

Your Answers are Confidential

The U.S. Census Bureau is required by U.S. law to keep your answers confidential. This means that the Census Bureau cannot give out information that identifies your or your household to anyone, including other government agencies. The Census Bureau chose your address, not you personally, as part of a randomly selected sample.

We are conducting this survey under the authority of Title 13, United States Code, Sections 141 and 193. Federal law protects your privacy and keeps your answers confidential (Title 13, United States Code, Sections 9 and 214).

For more information about this survey, visit www.census.gov.

For more information about how we protect your information, please visit our website at www.census.gov and click on “Data Protection & Privacy Policy” at the bottom of the homepage.

The U.S. Census Bureau estimates that, for the average household, this survey will take about 10 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-0971, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may e-mail comments to 2020.census.paperwork@census.gov use “Paperwork Project 0607-0971” as the subject.

You are not required to respond to this collection of information if it does not display a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number is 0607-0971.

NO DATA USE STATEMENT

Initial Mail Letter, Version 2 / CSM-16 (L)(2)

Send date: Monday, July 25, 2016

July 25, 2016

Dear Resident:

Your address has been randomly selected by the U.S. Census Bureau to participate in the National Census Bureau Survey. The Census Bureau conducts this important, 10-minute survey to help make the 2020 Census easier, more convenient, and less costly.

Respond by August 1 at: https://respond.census.gov/ncbs

The Census Bureau is using the Internet instead of paper forms mailed to you to securely collect this information, to conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

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Director

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CONJOINT MOST COMPELLING DATA USE
Initial Mail Letter, Version 3 / CSM-16 (L)(3)
Send date: Monday, July 25, 2016

July 25, 2016

Dear Resident:

Your address has been randomly selected by the U.S. Census Bureau to participate in the National Census Bureau Survey. The Census Bureau conducts this important, 10-minute survey to help make the 2020 Census easier, more convenient, and less costly.

Results from the 2020 Census will be used for a variety of purposes, including to help allocate funds to your state, community, and school district for services, including education, health care, and new business development.

Respond by August 1 at: https://respond.census.gov/ncbs

The Census Bureau is using the Internet instead of paper forms mailed to you to securely collect this information, to conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

The census is so important that your response is required by U.S. law, and your answers are kept completely confidential. If you don't respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

Thank you in advance for your prompt response.

Sincerely,

John H. Thompson

Director

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For more information about how we protect your information, please visit our website at www.census.gov and click on “Data Protection & Privacy Policy” at the bottom of the homepage.

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CONJOINT LEAST COMPELLING DATA USE
Initial Mail Letter, Version 4 / CSM-16 (L)(4)
Send date: Monday, July 25, 2016

July 25, 2016

Dear Resident:

Your address has been randomly selected by the U.S. Census Bureau to participate in the National Census Bureau Survey. The Census Bureau conducts this important, 10-minute survey to help make the 2020 Census easier, more convenient, and less costly.

Results from the 2020 Census will be used for a variety of purposes, including to monitor compliance with anti-discrimination laws, such as the Voting Rights Act and the Civil Rights Act.

Respond by August 1 at: https://respond.census.gov/ncbs
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The Census Bureau is using the Internet instead of paper forms mailed to you to securely collect this information, to conserve natural resources, save taxpayer money, and process data more efficiently. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

The census is so important that your response is required by U.S. law, and your answers are kept completely confidential. If you don't respond, we will need to send a Census Bureau interviewer to your home to collect your answers in person.

Thank you in advance for your prompt response.

Sincerely,

John H. Thompson

Director

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Internet Instruction Card / CSM-33
Send date: Monday, July 25, 2016

English side:

[Top of card, under banner]: Go to <https://respond.census.gov/ncbs> to complete the National Census Bureau Survey online.

[Bottom of card, under barcode/address]: **IMPORTANT:** You will need information from the address label on this card to log in.

First Reminder Mail Postcard / CSM-9 (P) / CSM-9 (P2) / CSM-9 (P3)
Send date: Monday, August 1, 2016

August 1, 2016

Dear Resident:

Earlier, you should have received instructions for completing the **National Census Bureau Survey** online. Local communities depend on information from the census to fund programs that promote the well-being of families and children as well as equal employment opportunities for you and your neighbors. If you have not already responded, please complete this short 10-minute survey now.

Respond now at <https://respond.census.gov/ncbs>

Your response is critically important to your local community and your country and is required by law. Responding promptly will prevent you from receiving phone calls or personal visits from U.S. Census Bureau interviewers.

By law, your answers are confidential. The Census Bureau cannot give out information that identifies you or your household to anyone, including other government agencies.

If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

Sincerely,

John H. Thompson

Director

Second Reminder Mail Postcard / CSM-10 (P)

Send date: Monday, August 8, 2016

August 8, 2016

Now is the time to respond.

The U.S. Census Bureau has sent you several requests to complete the **National Census Bureau Survey**. If you have not already responded, it is imperative that you complete this 10-minute survey now. Information from the census is used to help your community get the affordable housing, services for the elderly, and education programs it needs.

Respond now at <https://respond.census.gov/ncbs>

Help us conserve natural resources, process data more efficiently, and save taxpayer money by responding online. You are required by U.S. law to respond to this survey.

The Census Bureau is required by U.S. law to keep your answers confidential. Your information will not be shared with anyone, including other government agencies.

If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

Sincerely,

John H. Thompson

Director

STANDARD LETTER

Final Mail Letter, Version 1 / CSM-17 (L)(1)

Send date: Monday, August 15, 2016

August 15, 2016

Dear Resident:

Important Note:

You are receiving this notice because we did not receive your response by August X, 2016.

A few weeks ago, the U.S. Census Bureau sent instructions for completing the **National Census Bureau Survey** online. If you have already completed the survey, you do not need to take any further action. If you have not already responded to this important 10-minute survey, please do so now.

Use the enclosed instruction card to complete the survey online at:
<https://respond.census.gov/ncbs>

Your response is important to your community. You are required by U.S. law to respond to this survey. **It is vital that you complete this survey to help meet critical needs in your area – including helping to put roads, parks, and hospitals where they are needed most.**

If you do not respond promptly, a Census Bureau interviewer may contact you to complete the survey.

Your answers are completely confidential. By law, the Census Bureau cannot publish or release information that would identify you or your household to anyone, including other government agencies. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

Thank you for your prompt response.

Sincerely,

John H. Thompson

Director

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The U.S. Census Bureau is required by U.S. law to keep your answers confidential. This means that the Census Bureau cannot give out information that identifies your or your household to anyone, including other government agencies. The Census Bureau chose your address, not you personally, as part of a randomly selected sample.

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For more information about this survey, visit www.census.gov.

For more information about how we protect your information, please visit our website at www.census.gov and click on “Data Protection & Privacy Policy” at the bottom of the homepage.

The U.S. Census Bureau estimates that, for the average household, this survey will take about 10 minutes to complete, including the time for reviewing the instructions and answers. Send comments regarding this burden estimate or any other aspect of this burden to: Paperwork Reduction Project 0607-0971, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may e-mail comments to 2020.census.paperwork@census.gov use “Paperwork Project 0607-0971” as the subject.

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NO DATA USE STATEMENT

Final Mail Letter, Version 1 / CSM-17 (L)(2)

Send date: Monday, August 15, 2016

August 15, 2016

Dear Resident:

A few weeks ago, the U.S. Census Bureau sent instructions for completing the **National Census Bureau Survey** online. If you have already completed the survey, you do not need to take any further action. If you have not already responded to this important 10-minute survey, please do so now.

Important Note:

You are receiving this notice because we did not receive your response by August X, 2016.

Use the enclosed instruction card to complete the survey online at:
<https://respond.census.gov/ncbs>

Your response is important to your community. You are required by U.S. law to respond to this survey. If you do not respond promptly, a Census Bureau interviewer may contact you to complete the survey.

Your answers are completely confidential. By law, the Census Bureau cannot publish or release information that would identify you or your household to anyone, including other government agencies. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

Thank you for your prompt response.

Sincerely,

John H. Thompson

Director

Your Answers are Confidential

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CONJOINT MOST COMPELLING DATA USE
Final Mail Letter, Version 1 / CSM-17 (L)(3)
Send date: Monday, August 15, 2016

August 15, 2016

Dear Resident:

A few weeks ago, the U.S. Census Bureau sent instructions for completing the **National Census Bureau Survey** online. If you have already completed the survey, you do not need to take any further action. If you have not already responded to this important 10-minute survey, please do so now.

Important Note:

You are receiving this notice because we did not receive your response by August X, 2016.

Use the enclosed instruction card to complete the survey online at:
<https://respond.census.gov/ncbs>

Your response is important to your community. You are required by U.S. law to respond to this survey. **It is vital that you complete this survey to help allocate funds to your state, community, and school district for services, including education, health care, and new business development.**

If you do not respond promptly, a Census Bureau interviewer may contact you to complete the survey.

Your answers are completely confidential. By law, the Census Bureau cannot publish or release information that would identify you or your household to anyone, including other government agencies. If you are unable to complete the survey online, please call 1-888-715-2301 toll-free.

Thank you for your prompt response.

Sincerely,

John H. Thompson

Director

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CONJOINT LEAST COMPELLING DATA USE
Final Mail Letter, Version 1 / CSM-17 (L)(4)
Send date: Monday, August 15, 2016

August 15, 2016

Dear Resident:

A few weeks ago, the U.S. Census Bureau sent instructions for completing the **National Census Bureau Survey** online. If you have already completed the survey, you do not need to take any further action. If you have not already responded to this important 10-minute survey, please do so now.

Important Note:

You are receiving this notice because we did not receive your response by August X, 2016.

Use the enclosed instruction card to complete the survey online at:
<https://respond.census.gov/ncbs>

Your response is important to your community. You are required by U.S. law to respond to this survey. **It is vital that you complete this survey to help monitor compliance with anti-discrimination laws, such as the Voting Rights Act and the Civil Rights Act.**

If you do not respond promptly, a Census Bureau interviewer may contact you to complete the survey.

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