

**Bas4I-email <<overprinting>> and text-not currently CBAS but their County is**

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FROM THE DIRECTOR  
U.S. CENSUS BUREAU

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have the correct boundary and legal name for your government. The Census Bureau will use the boundary information you provide to report data from the Population Estimates Program (PEP), the American Community Survey (ACS), and other Census programs and surveys.

**Step 1 Respond to the Boundary and Annexation Survey:**

- Please review your contact information on the form:  
[http://www.census.gov/geo/partnerships/bas/basforms/stss\\_SS/Entity\\_Name\\_BASID\\_BAS16AR.pdf](http://www.census.gov/geo/partnerships/bas/basforms/stss_SS/Entity_Name_BASID_BAS16AR.pdf)  
(**username = bas, password = basforms**)

The PDF file also has other important submission information.

- Complete the online BAS Annual Response Form and Contact Update information online at [http://www.census.gov/geo/partnerships/bas/bas\\_ar\\_form.html](http://www.census.gov/geo/partnerships/bas/bas_ar_form.html)

**OR**

- Send an email to [geo.bas@census.gov](mailto:geo.bas@census.gov) indicating 1) whether you have boundary changes to report (yes or no), and 2) whether the Highest Elected Official and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BASID listed at the top of this letter in the subject line of your message.

*NOTE: If you have no boundary changes to report, we ask that you still provide a "NO" response. Because we must contact all nonresponding governments, your "NO" response is appreciated.*

**Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):**

BAS Materials will be posted for download on our website <http://www.census.gov/geo/partnerships/bas.html> on a flow basis from December through January.

**Step 3 Let us know if you want your county to report for you:**

Currently your county reports for other entities but your entity is not one of them. Please e-mail [geo.bas@census.gov](mailto:geo.bas@census.gov) if you would prefer your county to report for your entity. Be sure to include the 11 digit BASID listed at the top of this letter in the subject line of your message.

**KEY DATES**

**January 1, 2016** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2016.

**March 1, 2016** BAS submission date deadline for boundary updates to be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data. Boundary submissions by this date are also reflected in next year's BAS materials.

**May 31, 2016** BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

Please note that your response to the BAS does not replace any state or county reporting requirements. Visit [http://www.census.gov/geo/partnerships/bas/bas\\_state\\_requirements.html](http://www.census.gov/geo/partnerships/bas/bas_state_requirements.html) for state reporting requirements.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please e-mail <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, telephone 1-800-972-5651, or visit <http://www.census.gov/geo/partnerships/bas.html>.

Thank you.