

BASSC-2L  
(10-2015)



UNITED STATES DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. Census Bureau  
Washington, DC 20233-0001

<DATE>

<BAS\_NAME>

<BAS\_POSITION>

<BAS\_DEPT\_NAME>

<BAS\_MAILING\_ADDRESS>

<BAS\_CITY\_STATE\_ZIP>

<ENTITY\_TYPE>

Dear <CONTACT\_SALUTATION> + <BAS\_LAST\_NAME>:

Every year, the U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) to provide an opportunity for tribal, state, and local governments to ensure their legal boundaries, names, and government statuses are correctly recorded with the federal government. Following the BAS, the BAS State Certification Program provides the governor-appointed State Certifying Official (SCO) an opportunity to verify that the legal boundary, legal name, and governmental status received through the BAS were reported in accordance with the state law. This ensures the accuracy of geographic boundaries used to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the American Community Survey and Population Estimates Program.

During the <YYYY> BAS State Certification Program, the SCO reviewed changes submitted to the <YYYY> BAS. Your state's SCO notified the Census Bureau that one or more boundary changes for your government were not reported to the BAS. Those changes are listed on the attached form. In order to ensure they are included in the Census Bureau's database, please submit the boundary changes that are legally in effect to the BAS by <DATE>.

If you have any questions, please contact Ms. Allison Shafer of the Census Bureau's Geography Division by email at [geo.bas@census.gov](mailto:geo.bas@census.gov) or by phone at 301-763-1099.

Sincerely,

Ron Jarmin  
Performing the Non-Exclusive Functions  
and Duties of the Director

Enclosure

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We estimate that completing this program will take a total of 10 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [geo.bas@census.gov](mailto:geo.bas@census.gov). This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.