

CM-1F: Internet First Mailing 1, Letter Invitation

OMB No. <0607-0978>: Approval Expires <08/31/2020>
<Seal/Header>

February 20, 2018

A Message from the Director, U.S. Census Bureau...

Your address has been randomly selected by the United States Census Bureau to participate in the **2020 Census Planning Survey**. The Census Bureau is conducting this important, 15-minute survey to help us plan for how to best count everyone living in the United States during the upcoming 2020 Census. The Census Bureau will use these survey results to develop effective ways of communicating the purpose of the census to households throughout the United States.

Respond by March 1 at: https://respond.census.gov/plan	Your User ID is: <User ID>
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The Census Bureau is collecting information for this survey online using the secure website and User ID provided above. Answering online saves taxpayer money, conserves natural resources, and makes processing the results more efficient. If you are unable to complete the survey online, you will receive a paper questionnaire in a few weeks for you to complete and mail back.

The Census Bureau is required by law to keep your information confidential. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

For more information about this survey, please visit **<WEBSITE URL>**. You may also call **<Phone number>** toll-free.

We have enclosed a small token of appreciation for households asked to participate in this survey.

Thank you in advance for your prompt response.

<Logo>

(For English forms:) Mensaje importante: Para completar la **<Spanish survey name>**, por favor, visite **<https://respond.census.gov/plan>**. Su número de usuario es: **<Número de usuario>**.

FREQUENTLY ASKED QUESTIONS

Are my answers confidential?

Yes. The U.S. Census Bureau is required by law (Title 13, United States Code, Sections 9 and 214) to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. 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, Section 182. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

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

What is the 2020 Census Planning Survey?

The 2020 Census Planning Survey is a survey that the Census Bureau is conducting in preparation for the 2020 Census. This voluntary survey is critical for helping the Census Bureau make final plans for how they go about contacting and counting all people in the 2020 Census. The Census Bureau will use these survey results to design useful ways of communicating the purpose of the census to people across the United States. The Census Bureau is making it quick, easy, and safe for everyone to respond, helping ensure a complete and accurate census.

How will the Census Bureau use the information I provide?

Your information will be combined with the information provided by other sampled households to help plan for the 2020 Census. Under the Privacy Act of 1974 (5 U.S.C. § 552a) your information may be shared with other Census Bureau staff for work-related purposes and as published in the Privacy Act System of Records Notice COMMERCE/Census-5, Decennial Census Programs. Additional information can be found at <https://www.federalregister.gov/documents/2014/04/21/2014-08993/privacy-act-system-of-records>.

How long will this survey take?

The Census Bureau estimates that, for the average household, this survey will take about 15 minutes to complete, including the time for reviewing the instructions and answers.

How do I know that this is an approved Census Bureau survey?

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears at the upper right of the form or login screen confirms this approval. If this number were not displayed we could not conduct this survey.

How do I contact the Census Bureau if I have questions or comments about this survey?

You may send comments regarding time estimates or any other aspect of this data collection, including suggestions for reducing this burden, to: **Paperwork Reduction Project 0607-0978, U.S. Census Bureau, ADRM PRA Liaison, 5K022D, 4600 Silver Hill Road, Washington, D.C. 20233**. You may e-mail comments to adrm.pra@census.gov; use "Paperwork Project 0607-0978" as the subject. Please do NOT mail your actual questionnaire to this address. Use the preaddressed envelope that you receive with the questionnaire to return your completed questionnaire.

CM-2F: Internet First Mailing 2, Reminder Letter

OMB No. <0607-0978>: Approval Expires <08/31/2020>
<Seal/Header>

February 23, 2018

A Message from the Director, U.S. Census Bureau...

A few days ago, you should have received a request to complete the **2020 Census Planning Survey**, along with a small token of appreciation. The United States Census Bureau depends on information from this important survey to help plan the count of people living in the United States during the upcoming 2020 Census. The Census Bureau will use these survey results to design useful ways of communicating the purpose of the census to people across the United States. If you have already responded, thank you. If you have not yet answered, please complete the survey now. The survey should take only 15 minutes of your time. Responding promptly will prevent you from receiving additional mailings.

Respond now at: https://respond.census.gov/plan	Your User ID is: <User ID>
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If we do not receive your response online, we will mail a paper questionnaire to your address in a few weeks.

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

For more information about this survey, please visit <WEBSITE URL>. You may also call <Phone number> toll-free.

<Logo>

(For English forms:) Mensaje importante: Para completar la <Spanish survey name>, por favor, visite **<https://respond.census.gov/plan>**. Su número de usuario es: <Número de usuario>.

CM-3: Internet First and Internet Choice Mailing 3, Sealed Reminder Postcard

OMB No. <0607-0978>: Approval Expires <08/31/2020>
<Seal/Header>

March 5, 2018

A Message from the Director, U.S. Census Bureau...

Now is the time to respond.

The United States Census Bureau sent you two requests to complete the **2020 Census Planning Survey**. If you have not already responded, it is critical that you complete this survey right away. The survey should take only 15 minutes of your time. Information from this survey will help us plan effective ways of communicating the purpose of the census to households throughout the United States.

If you have already responded, thank you. If you have not responded, please use the information below. Answer online to help us save taxpayer money and process data more efficiently.

Respond now at: https://respond.census.gov/plan	Your User ID is: <User ID>
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If you are unable to respond online, we will send you a paper questionnaire next week.

By law, your answers are kept completely confidential. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

To learn more about this survey, please visit <WEBSITE URL> or call <Phone Number> toll-free.

Thank you for helping us make the 2020 Census successful.

<Logo>

(For English forms:) Mensaje importante: Para completar la <Spanish survey name>, por favor, visite <https://respond.census.gov/plan>. Su número de usuario es: <Número de usuario>.

CM-4: Internet First and Internet Choice Mailing 4, Final Letter w/ Questionnaire

OMB No. <0607-0978>: Approval Expires <08/31/2020>
<Seal/Header>

March 12, 2018

A Message from the Director, U.S. Census Bureau...

A few weeks ago, the U.S. Census Bureau sent instructions for completing the **2020 Census Planning Survey**, along with a small token of appreciation. Your address was selected as part of a national sample of households, and it is important to hear from everyone who is asked to respond for the results to be accurate. This survey will help the Census Bureau prepare for how to best count people in your community during the upcoming 2020 Census. The Census Bureau will use these survey results to communicate the purpose of the census to people living across the U.S.

If you have already completed the survey, you do not need to take any further action. If you have not already responded, please do so now.

Complete the survey using only ONE of the following options:

Option 1:

Go to <https://respond.census.gov/plan> to complete the survey online. You will need your 8-digit User ID, which is printed below the barcode on the front of the enclosed questionnaire.

Option 2:

If you are unable to respond online, complete and mail back the enclosed questionnaire in the postage-paid envelope provided.

The Census Bureau is required by law to keep your information confidential.

The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

Additional information about the survey can be found at <WEBSITE URL>, or by calling us toll-free at <Phone Number>.

<Logo>

(For English forms:) Mensaje importante: Para completar la <Spanish survey name>, por favor, visite <https://respond.census.gov/plan>.

CM-5: Internet First and Internet Choice Mailing 5, Sealed Reminder (“It’s not too late”) Postcard

OMB No. <0607-0978>: Approval Expires <08/31/2020>
<Seal/Header>

March 26, 2018

A Message from the Director, U.S. Census Bureau...

It is not too late to respond to the 2020 Census Planning Survey!

Please complete the survey online or complete and return the paper questionnaire we sent you two weeks ago.

Respond now at: https://respond.census.gov/plan	Your User ID is: <User ID>
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For more information, please visit our website <WEBSITE URL> or call our toll-free number at <Phone number>.

<Logo>

(For English forms:) Mensaje importante: Para completar la <Spanish survey name>, por favor, visite **<https://respond.census.gov/plan>**. Su número de usuario es: <Número de usuario>.

CM-1C: Internet Choice Mailing 1, Letter Invitation w/ Questionnaire

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February 20, 2018

A Message from the Director, U.S. Census Bureau...

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Please respond by March 1 using ONE of the following options:

Option 1:

Go to <https://respond.census.gov/plan> to complete the survey online. You will need your 8-digit User ID, which is printed below the barcode on the front of the enclosed questionnaire.

Option 2:

Complete and mail back the enclosed questionnaire in the postage-paid envelope provided.

Answering online saves taxpayer money, conserves natural resources, and makes processing the results more efficient.

The Census Bureau is required by law to keep your information confidential. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

For more information about this survey, please visit **<WEBSITE URL>**. You may also call **<Phone number>** toll-free.

We have enclosed a small token of appreciation for households asked to participate in this survey.

Thank you in advance for your prompt response.

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CM-2C: Internet Choice Mailing 2, Reminder Letter

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February 23, 2018

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If you have already responded, thank you. If you have not yet answered, please complete the survey now. The survey should take only 15 minutes of your time. If you prefer not to answer over the internet or are unable to respond online, please fill out the paper questionnaire that we sent you a few days ago. Responding promptly will prevent you from receiving additional mailings.

Respond now at: https://respond.census.gov/plan	Your User ID is: <User ID>
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If you are unable to respond online and no longer have your paper questionnaire, we will send you another paper questionnaire in two weeks.

The Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household.

For more information about this survey, please visit <**WEBSITE URL**>. You may also call <Phone number> toll-free.

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