

BASSC-4L  
(09-2018)



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

<Date>

<Contact Salutation> <First Name> <Last Name>  
<Position>  
<Department>  
<Address>  
<City, State Zip-Zip+4>

Dear <Contact Salutation> <Last Name>:

The Governor's office notified the U.S. Census Bureau that you are serving as the State Certifying Official (SCO) for the state of <State Name>. Through this program, the Census Bureau asks you to verify the accuracy of the information received during the <YYYY> Boundary and Annexation Survey (BAS). The decennial census, Population Estimates Program, and the American Community Survey use the information collected through the BAS to tabulate and report data for communities in your state.

All information and materials for review, including the BAS State Certification listings and the *BAS State Certification Respondent Guide*, are located on the BAS State Certification webpage at the following address: <<https://www.census.gov/programs-surveys/bas/information/state-certification-program.html>>. Select your state name under the Download BAS State Certification Materials section to be directed to an File Transfer Protocol site where you can find the materials for download. We are providing you with the following information from the <YYYY> BAS:

- List 1- governments that have disincorporated, become inactive, or otherwise ceased to exist;
- List 2- legal boundary changes reported to the <YYYY> BAS; and
- List 3- names and functional statuses of incorporated places.

A summary of the state laws for reporting legal boundary changes in the state of <State> are attached for your reference. Please notify my staff if there are errors in the state law summary or if there are any records in the provided data files that are in violation of state or county law. Return the certified listings to the Census Bureau no later than <Month Date, Year>. Refer to the *BAS State Certification Respondent Guide* located on the BAS State Certification webpage at the link above for further information.

If you have any questions or require additional information, please contact the Census Bureau's Geography Division by telephone at 301-763-1099 or by email at <[geo.bas@census.gov](mailto:geo.bas@census.gov)>.

Sincerely,

Deirdre Dalpiaz Bishop  
Chief, Geography Division

Attachment  
By email

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Attachment: State Law Summary

**ALABAMA (01)**

Source: Alabama Code of 1975, Title 11 Counties and Municipal Corporations

Type	Filing	Citation	Highest Receiving Authority
<b>Annexation</b>	STATE	Section 11-42-7	Legislative Reapportionment Office
<b>Deannexation</b>	STATE	Section 11-42-7	Legislative Reapportionment Office
<b>Incorporation</b>	STATE	Section 11-41-4	Secretary of State
<b>Disincorporation</b>	COUNTY	Section 11-41-23	County Judge of Probate

Once issue of incorporation passes election, and an enumeration of the inhabitants residing within the affected territory is complete, the Judge of Probate shall issue an order of incorporation and shall file a copy of the order with the Secretary of State (Sect. 11-41-4). In addition, the Judge of Probate shall hear any issue pertaining to disincorporation and, if upon such hearing, the Judge of Probate may decree to dissolve the incorporated place (Sec. 11-41- 23). Any incorporated place that annexes or deannexes property shall notify the Legislative Reapportionment Office of such action (Sec. 11-42-7).