



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

D-2080
(Date)

Your 2020 Census Local Update of Census Addresses Operation (LUCA) materials should arrive within the next two weeks. To ensure security, the U.S. Census Bureau's Title 13 data are contained in an encrypted, self-extracting file. These include the digital address list and any maps containing map spots. To open these files, you must enter the case sensitive password shown below. The Readmefirst file, included on the DVD with your Title 13 materials, includes a list of files and instructions for opening the files.

If you choose to submit your updated LUCA materials via the Secure Web Incoming Module (SWIM), you will need a SWIM account. If you currently have a SWIM account, you can use it to submit your LUCA updates. If you do **not** have a SWIM account, use the SWIM token shown below to create an account. Refer to the chapter "Submitting Your Updated Materials" found in your *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* for instructions on registering for your SWIM account.

If you do not receive your LUCA materials within the next two weeks, or if you encounter any problems opening your digital address list file, call 1-844-344-0169, or email us at <GEO.2020.LUCA@census.gov>.

Your Password is:

Your SWIM Token is:



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

D-2081
(Date)

LIAISON NAME
TITLE
Address
City State ZIP

FROM ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). Approximately 30 days ago, you received the U.S. Census Bureau's address list and maps for review. We hope that you are progressing with your review of the LUCA materials. If you have already returned your materials, please disregard this letter.

If you have any questions regarding LUCA, please contact us via email at <GEO.2020.LUCA@census.gov>, by phone at 1-844-344-0169, or you can visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

D-2082
(MM/YYYY)

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). This is a reminder that you have approximately 30 days left to submit your address list and/or map updates to the U.S. Census Bureau. Please disregard this letter if you have returned your materials.

If you have any questions regarding LUCA, please contact us via email at <GEO.2020.LUCA@census.gov>, by phone at 1-844-344-0169, or you can visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

D-2084
(Date)

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Our records indicate that you did not submit address updates to the 2020 Census Local Update of Census Addresses Operation (LUCA). Your submission deadline has passed.

To help improve future LUCA operations, we would like to know why you did not return updated LUCA address materials. Please review the following list, select all the reasons that apply, and mail this letter back within two weeks to the U.S. Census Bureau in the enclosed postage-paid envelope.

We did not return updated LUCA address products for the following reason(s):
Mark (X) for all those that apply.

- A. Reviewed LUCA address materials and determined our government agrees with the Census address list.
- B. Participating as part of a consolidated review with another government.
- C. Insufficient staff.
- D. Lack of funds.
- E. No time/too busy.
- F. No local address list available.
- G. Other reason (please specify) _____

If you select "A," you are eligible to receive LUCA feedback materials. The Census Bureau will provide LUCA feedback materials between July and August 2019. The LUCA feedback provides an opportunity to determine if you agree with the results of the Census Bureau's address validations. If you do not agree with the results, you may file an appeal with the Office of Management and Budget (OMB) LUCA Appeals Office.

Please follow the instructions below to receive LUCA feedback materials:

1. Check the "YES" box below.
2. Make a copy of this letter.
3. Mail the copy to the Census Bureau in the enclosed, postage-paid envelope.
4. Keep the original letter for your records along with your LUCA review materials.

- YES, our government would like to receive LUCA feedback materials.**
- NO, our government does not want to receive LUCA feedback materials.**

Retain your initial LUCA materials for reference in your review of the feedback materials. Further instructions for the appeals process will be included with your LUCA feedback materials.

If you select a reason other than “A,” or choose not to receive the LUCA feedback materials, please follow the steps below:

1. Check the “NO” box above.
2. You are required to either destroy (preferred method), or return to the Census Bureau all Title 13 address list materials in accordance with the *Confidentiality and Security Guidelines*.
3. Complete and sign the *Destruction or Return of Title 13, U.S.C. Materials form*. Please follow the instructions on the form.
4. Return the *Destruction or Return of Title 13, U.S.C. Materials form* and this letter in the enclosed pre-paid envelope. This concludes your government’s participation in LUCA.

If you have any questions regarding LUCA, please contact us via email at <GEO.2020.LUCA@census.gov>, by phone at 1-844-344-0169, or you can visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosure



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

D-2087

LIAISON
TITLE
Address
City State Zip

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

We received notification indicating that you were unable to review the 2020 Census Local Update of Census Addresses Operation (LUCA) address list materials. Consequently, your participation in LUCA has ended.

As a reminder, you are required to either destroy (preferred method), or return to the U.S. Census Bureau all Title 13 address list materials in accordance with the *Confidentiality and Security Guidelines*.

If you choose to destroy (preferred method) the materials, please review the destruction requirements in the *Confidentiality and Security Guidelines*, complete and sign the *Destruction or Return of Title 13, U.S.C. Materials Form*, and ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form. Mail this form in the enclosed postage-paid envelope. Rather than mailing, you may scan your completed, signed form, and email it to us at <GEO.2020.LUCA@census.gov>.

If you choose to return the materials to the Census Bureau, double-wrap the materials and use the mailing label that was included with the initial mail-out of materials. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you. Complete, sign, and enclose the *Destruction or Return of Title 13, U.S.C. Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.

If you have any questions regarding LUCA, please contact us via email at <GEO.2020.LUCA@census.gov>, by phone at 1-844-344-0169, or you can visit our website at <www.census.gov/geo/partnerships/luca.html>.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosure