

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 a 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;
- List 3- names and functional statuses of incorporated places; and
- List 4- names and functional statuses of Minor Civil Divisions (MCDs).

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



Attachment: State Law Summary

**ILLINOIS (17)**

Source: Illinois Compiled Statutes, Chapter 65: Municipalities

Type	Filing	Citation	Highest Receiving Authority
Annexation	COUNTY	Section 7-1-11	County Recorder, County Clerk, County Election Authority
Deannexation	COUNTY	Section 7-3-5	County Recorder, County Clerk
Incorporation	STATE	Section 2-1-5	Secretary of State
Disincorporation	STATE	Section 7-6-5	Secretary of State

If the issue of incorporation passes by election, the place is considered incorporated and must be reported to the Secretary of State (Sec. 2-1-5). If a place votes in favor of disincorporation, the acting governing authority for the dissolved municipality shall give notice of the result to the Secretary of State within 10 days after the election (Sec. 7-6-5). For annexations, a copy of the annexation ordinance with an accurate map of the annexed territory shall be recorded with the County Recorder and filed with the County Clerk and County Election Authority (Sec. 7-1-11). For deannexations, a copy of the deannexation ordinance certified by the clerk for the incorporated place shall be recorded by the County Recorder's office and filed with the County Clerk (Sec. 7-3-5).