

BASSC-3(L)  
(10-2015)



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

Dear Governor <LAST\_NAME>:

The U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) every year to update legal boundaries, names, and the status of all governmental units stored in the Census Bureau's database. The boundaries that the local entities provide to us are used to report data in various surveys, estimates, censuses, programs, compilations, and publications. These operations include, but are not limited to, the decennial census, the American Community Survey, and the Population Estimates Program.

As part of the BAS State Certification Program, we will compile listings of all local governments in your state that reported boundary and status changes to the annual BAS. We will distribute the listings to the governor-appointed State Certifying Official (SCO) as a record of what the local governments reported as part of the BAS. If local governments are required by your state law to report boundary updates to the state, the SCO is responsible for reviewing the listings and certifying that the information on those listings is correct. This program is important to us since it ensures that the Census Bureau's inventory of local governmental entities is accurate and that the boundary changes reported to the BAS were accomplished in accordance with your state laws.

We request that you provide us the name and contact information of the person you wish to appoint as the SCO for the state of <STATE>. In order for us to proceed with this program, we would appreciate receiving the enclosed form by <DATE>. If you do not respond by this date, we will ship materials to the previous SCO listed on the enclosed form. Please email the completed form to [geo.bas@census.gov](mailto:geo.bas@census.gov) or fax the form to 1-800-972-5652. We plan to distribute the BAS State Certification materials for review to the SCO in <MONTH> <YEAR>.

If you have any questions or require additional information on this subject, please contact Ms. Allison Shafer by email at [geo.bas@census.gov](mailto:geo.bas@census.gov) or by telephone at 301-763-1099.

Sincerely,

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

Enclosure

cc: Governor's Liaison

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.