



BOUNDARY AND ANNEXATION SURVEY (BAS)

COUNTIES AND EQUIVALENT AREAS

Boundaries as of —

GENERAL INSTRUCTIONS

To report changes for your county, parish, borough or equivalent area, please complete this form.

- It is important that all questions on the form are answered completely.
- If there are no boundary changes to report, please email geo.bas@census.gov, call 1-800-972-5651, or respond electronically at <https://www.census.gov/programs-surveys/bas.html>.
- Please do not return all of the maps. Sign and return only the maps with changes.
- Return the completed form(s) and updated map(s) using the preaddressed envelope or return label.
- For further instructions on filling out this form, please refer to the BAS Respondent Guide.

County, parish, borough or equivalent area	Type	State
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BAS ID	STATE CODE	COUNTY CODE
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IMPORTANT – ANNOTATE EACH CHANGE ON THE MAP(S) WITH THE APPROPRIATE DOCUMENTATION ACCORDING TO THE INSTRUCTIONS PROVIDED IN THE BAS RESPONDENT GUIDE. Please update the map(s) USING THE APPROPRIATE COLORED PENCILS.

Question 1 LEGAL COUNTY BOUNDARY CHANGES DURING THIS PERIOD →

Please mark (X) the appropriate boxes.

- 1a.** Have there been any legal boundary changes to this county, parish, borough or equivalent area during the time period shown above?
- Yes – Please record all legal changes (annexations, deannexations, and other actions) in the Documentation of Changes section of this form and update the map(s) USING THE ENCLOSED RED PENCIL. *Continue with question 1b.*
- No – *Continue with question 1b.*
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- 1b.** Are there any legal boundary changes to the county, parish, borough or equivalent area that occurred prior to the time period shown for question 1, but do not appear on the enclosed maps?
- Yes – Please update the map(s) with the RED PENCIL. *Continue with question 1c.*
- No – *Continue with question 1c.*
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- 1c.** Besides legal changes, are there any boundary corrections that need to be made to your boundary on the map(s)?
- Yes – Correct the map(s) USING THE RED PENCIL and the letters "BC" to indicate a boundary correction.
- Enter the total number of boundary corrections that were made to the county or equivalent area's boundary.* → *Continue with question 1d.*
- No – *Continue with question 1d.*
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- 1d.** Is your county a consolidated BAS respondent? *If you are unfamiliar with this approach, please consult your BAS Respondent Guide.*
- Yes – *Continue with question 2.*
- No – Please encourage the MCD and/or incorporated place BAS respondents in your county, parish, borough or equivalent area to report their changes. *Continue with question 2d.*

Question 2 OTHER CHANGES – Mark (X) applicable box(es).

- 2a.** Have there been any legal boundary changes to the minor civil divisions or incorporated places (if any) within this county, parish, borough or equivalent area during the time period shown for question 1, above?
- Yes – Please update the map(s) with the RED PENCIL. *Continue with question 2b.*
- No – *Continue with question 2b.*
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- 2b.** Are there any legal boundary changes to the minor civil divisions or incorporated places (if any) that occurred prior to the time period shown for question 1, but do not appear on the enclosed maps?
- Yes – Please update the map(s) with the RED PENCIL. *Continue with question 2c.*
- No – *Continue with question 2c.*
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- 2c.** Are there any corrections that should be made to the boundaries shown on the map(s) of your minor civil divisions (MCDs) or incorporated places?
- Yes – Please update the map(s) with the RED PENCIL and the letters "BC" to indicate a boundary correction.
- Enter the total number of boundary corrections that were made to MCDs and incorporated places.* → *Continue with question 2d.*
- No – *Continue with question 2d.*
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- 2d.** Do you wish to report any additions, deletions or other changes to the features (other than boundaries) shown on the map(s)?
- Yes – Please update the map(s) with the PURPLE PENCIL. *Continue with question 3.* No – *Continue with question 3.*

Question 3 CONTACT INFORMATION – Please fill in your contact information in the space provided below.

Mailing Address **BAS Respondent** *(The BAS respondent is the person filling out this form.)* Mark (X) one government type for the BAS Respondent.
 Local County/equivalent Regional

Name				Address			
Position							
Department				City			
Telephone	()	Ext.		State		ZIP code	
Fax	()			E-mail			

Mark (X) this box if the BAS Respondent is the same as the BAS Mailing Contact. →

Mark (X) this box if the BAS Respondent is the same as the Highest Elected Official. →

Question 4 CONTACT INFORMATION – Please fill in or correct the contact information below.

Mailing Address **BAS Mailing Contact** *(Provide address where BAS materials should be sent.)* Mark (X) one government type for the BAS Mailing Contact.
 Local County/equivalent Regional

Name				Address			
Position							
Department				City			
Telephone	()	Ext.		State		ZIP code	
Fax	()			E-mail			

Mailing Address **Highest Elected Official** *(for county, parish, borough or equivalent area)*

Name				Address			
Position							
Department				City			
Telephone	()	Ext.		State		ZIP code	
Fax	()			E-mail			

RETURN FORMS TO:

**U.S. Census Bureau
 National Processing Center
 ATTN: BAS RETURNS, BLDG 63E
 1201 East 10th Street
 Jeffersonville, IN 47132**

REMINDER: Sign and date the signature box on all updated map sheets.

Thank you for your participation and timely response.

Questions? Telephone: 1-800-972-5651 E-mail: geo.bas@census.gov website: <https://www.census.gov/programs-surveys/bas.html>

SPECIAL INSTRUCTIONS (If any)

CENSUS USE ONLY

Date processed		Clerk ID processed	
Date verified		Clerk ID verified	
Date form keyed		Date GPP updated	
S/S change <input type="checkbox"/>	Map received <input type="checkbox"/>	Map change	<input type="checkbox"/>
S/S no change <input type="checkbox"/>	Other map <input type="checkbox"/>	Map no change	<input type="checkbox"/>
PLAT/Description <input type="checkbox"/>	Map signed <input type="checkbox"/>	Letter	<input type="checkbox"/>

Documentation of Changes COUNTIES AND EQUIVALENT AREAS

County, parish, borough or equivalent area				Type		State	
BAS ID		STATE CODE		COUNTY CODE			

SPECIAL INSTRUCTIONS (If any)

Please follow the instructions below and review the preprinted entries for correctness and completeness and make changes as necessary. For new legal changes, use the provided spaces to print the requested information for all annexations, deannexations and other changes that have occurred during the previous year(s).

Instructions for Entering Data in Columns

- (1) Change – Enter **A** for annexations, **D** for deannexations, **B** for boundary corrections, or **O** for other changes.
- (2) Authorization – Enter the authorization **type**. (**O** = Ordinance, **R** = Resolution, **L**= Local Law, **S** = State-level action, and **X** =Other)
- (3) Authorization – Enter the authorization **number** for the change you are reporting.
- (4) Date – Enter the *effective* date of the change. (**Month, day, year**)
- (5) Entity – Enter the name of the entity (i.e. name of MCD, place, or county) where the change occurred.
- (6) County/Equivalent – Enter the **name of the county or equivalent area** in which the change occurred.
- (7) Minor Civil Division (MCD) – Enter the **name of the minor civil division** (if any) in which the change occurred.
- (8) Area – Enter the **estimated size** (in tenths of acres) of the annexation, deannexation or other change.

Change Type A/D/O (1)	Authorization		Date Month/Day, Year (4)	Entity Name (5)	County/ Equivalent Name (6)	Minor Civil Division Name (if any) (7)	Area Acres (tenths) (8)
	Type O/R/L/S/X (2)	Authorization Number (3)					

