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**Census**  
Bureau

**U.S. Census Bureau**

Washington, DC 20233-0001

Office of the Director

To Whom It May Concern:

The U.S. Census Bureau is conducting a Special Census and we need your help to count everyone. The Special Census includes people who live or stay in nontraditional living situations such as RV parks, marinas, campgrounds, racetracks, carnivals, and hotels/motels.

Please allow the Census Bureau interviewers access to your location so that they may attempt to speak with people living or staying here. Census Bureau interviewers will work efficiently with minimal disruptions. Each interview will take approximately 10 minutes.

Your participation in the Special Census is voluntary, but extremely important. The information the Special Census receives from you ensures the completeness and accuracy of the results. Tribal, state, and local governments use census data to make a wide variety of decisions to improve their communities.

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. By law, the Census Bureau can only use responses to produce statistics.

Thank you for your cooperation, and we look forward to working with you.

Sincerely,

Robert L. Santos  
Director



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A quien corresponda:

La Oficina del Censo de los EE. UU. realiza un Censo Especial y necesitamos su ayuda para contar a todos. El Censo Especial incluye personas que viven o se quedan en situaciones de vivienda no tradicionales, tales como parques para RV, marinas, áreas de acampar, hipódromos, ferias y hoteles/moteles.

Por favor permita que los entrevistadores de la Oficina del Censo tengan acceso a su lugar para que puedan tratar de hablar con las personas que están viviendo o quedándose aquí. Los entrevistadores de la Oficina del Censo trabajarán de manera eficiente, causando molestias mínimas. Cada entrevista tomará aproximadamente 10 minutos.

Su participación en el Censo Especial es voluntaria, pero sumamente importante. La información que el Censo Especial recibe de usted garantiza que los resultados estén completos y sean precisos. Los gobiernos tribales, estatales y locales usan los datos del censo para tomar una amplia variedad de decisiones a fin de mejorar sus comunidades.

La Oficina del Censo está obligada por ley a proteger su información (Sección 9 del Título 13 del Código de los EE. UU.). A la Oficina del Censo no se le permite divulgar sus respuestas de manera que usted o su hogar pudieran ser identificados. Estamos realizando el Censo Especial en conformidad con la Sección 196 del Título 13 del Código de los EE. UU. Por ley, la Oficina del Censo solo puede usar sus respuestas para producir estadísticas.

Muchas gracias por su cooperación, y esperamos poder trabajar con usted.

Atentamente,

Robert L. Santos  
Director



# Your Answers Are Confidential

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Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (Title 5, U.S. Code, Section 552a) and may be shared with other Census Bureau staff for the work-related purposes. For more information about how we protect your information, please visit our Web site at [census.gov](https://census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. Click on "System of Records Notices (SORN)" or visit [https://osec.doc.gov/opog/PrivacyAct/PrivacyAct\\_SORNs.html](https://osec.doc.gov/opog/PrivacyAct/PrivacyAct_SORNs.html). This page also includes information about the collection, storage, disclosure and published routine uses of Privacy Act System of Records Notice COMMERCE/CENSUS-3, Demographic Survey Collection (Census Bureau Sampling Frame) (name change from COMMERCE/CENSUS-3, Special Censuses, Surveys, and Other Studies, pending publication in the Federal Register).

Although the individual responses are voluntary, the information the Special Census receives from you ensures the completeness and accuracy of the results. Tribal, state, and local governments use census data to make a wide variety of decisions to improve their communities. The Census Bureau estimates that completing the questionnaire will take 10 minutes on average.

Thank you for your cooperation. The Census Bureau appreciates your help.

This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears at the bottom right of this notice confirms this approval. If this number were not displayed, we could not conduct the Special Census. Send any comments concerning this collection by email to [DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov) and use "Paperwork Reduction Project XXXX-XXXX" as the subject.

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El Título 13 del Código de los EE. UU. protege la confidencialidad de toda su información. Violar la confidencialidad de una persona encuestada es un delito federal con serias sanciones, incluyendo una condena de hasta cinco años en una prisión federal, una multa de hasta \$250,000 o ambas. Solo personas autorizadas tienen acceso a los datos recopilados, y la información que usted proporcione a la Oficina del Censo puede ser usada solamente por un número limitado de personas autorizadas que han jurado de por vida proteger la confidencialidad de sus respuestas individuales. Sus respuestas no pueden ser usadas en su contra por ninguna agencia o tribunal del gobierno.

La divulgación de la información que se nos proporciona está autorizada en conformidad con la Ley sobre la Privacidad de 1974 (Título 5, Código de los EE. UU., Sección 552a). La información puede ser compartida con personal de la Oficina del Censo para fines relacionados con sus tareas. Para obtener más información sobre cómo protegemos su información, visite nuestro sitio web en [census.gov](https://census.gov) y haga clic en "Data Protection and Privacy Policy" (Normas de Privacidad y Protección de Datos) en la parte inferior de la página principal. Haga clic en "System of Records Notices (SORN)" (Avisos sobre el Sistema de Registros) o visite [https://osec.doc.gov/opog/PrivacyAct/PrivacyAct\\_SORNs.html](https://osec.doc.gov/opog/PrivacyAct/PrivacyAct_SORNs.html). Esta página también incluye información sobre la recopilación, el almacenamiento, la divulgación y los usos habituales publicados del Privacy Act System of Records Notice (Aviso sobre el Sistema de Registros de la Ley sobre la Privacidad) COMMERCE/CENSUS-3, Demographic Survey Collection (Census Bureau Sampling Frame) (Recopilación de Encuestas Demográficas [Marco de Muestreo de la Oficina del Censo]). Este es un cambio de nombre al anteriormente llamado COMMERCE/CENSUS-3, Special Censuses, Surveys, and Other Studies (Censos Especiales, Encuestas y Otros Estudios), y está pendiente de publicación en el Registro Federal.

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Gracias por su cooperación. La Oficina del Censo agradece su ayuda.

Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). El número de aprobación de ocho dígitos de la OMB que aparece en la parte inferior derecha de este aviso confirma la aprobación. De no mostrarse este número, no podríamos realizar el Censo Especial. Los comentarios sobre el cálculo de tiempo y esfuerzo o cualquier otro aspecto relacionado deben dirigirse por correo electrónico a [DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov). Use "Paperwork Reduction Project XXXX-XXXX" como asunto.

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SC-CN(E/S) (10-5-2022)

Núm. de OMB xxxx-xxxx



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SC-CN(E/S) (10-5-2022)

Núm. de OMB xxxx-xxxx



# NOTICE OF VISIT

The Census Bureau is conducting a Special Census. I stopped by today to complete an interview for your household, but you were not home. Please call me to discuss when we can complete this interview. Otherwise, I may stop by again.

First Name \_\_\_\_\_ MI \_\_\_\_\_

Last Name \_\_\_\_\_

Phone Number ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

Best time to call From: \_\_\_\_\_ a.m.  p.m.  To: \_\_\_\_\_ a.m.  p.m.

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### OFFICIAL USE ONLY

Case ID	Line No.
<input type="checkbox"/> SC-920, Address List Page	<input type="checkbox"/> SC-921, Add Page



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<input type="checkbox"/> SC-920, Address List Page	<input type="checkbox"/> SC-921, Add Page



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**AVISO DE VISITA**

La Oficina del Censo de los EE. UU. realiza un Censo Especial. Pasé por su casa hoy para completar la entrevista para su hogar, pero usted no estaba. Por favor, llámeme para hablar sobre cuándo podemos completar esta entrevista. De otro modo, es posible que regrese.

Nombre \_\_\_\_\_ Inicial \_\_\_\_\_

Apellido(s) \_\_\_\_\_

Número de teléfono ( \_\_\_\_\_ ) - \_\_\_\_\_ - \_\_\_\_\_

Mejor horario Desde: \_\_\_\_\_ a. m.  Hasta: \_\_\_\_\_ a. m.   
para llamar p. m.  p. m.

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La Oficina del Censo calcula que completar la entrevista tomará 10 minutos como promedio. Esta recopilación de información ha sido aprobada por la Oficina de Administración y Presupuesto (OMB, por sus siglas en inglés). El número de aprobación de ocho dígitos de la OMB xxxx-xxxx confirma la aprobación. De no mostrarse este número, no podríamos realizar el Censo Especial.

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**PARA USO OFICIAL SOLAMENTE**

Identificación de caso	Núm. de línea
<input type="checkbox"/> SC-920, Página de Lista de Direcciones (Address List Page)	<input type="checkbox"/> SC-921, Página para Añadir (Add Page)



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**PARA USO OFICIAL SOLAMENTE**

Identificación de caso	Núm. de línea
<input type="checkbox"/> SC-920, Página de Lista de Direcciones (Address List Page)	<input type="checkbox"/> SC-921, Página para Añadir (Add Page)



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# INFORMATION SHEET

## WHO TO COUNT

**We need to count the people staying here who do NOT have a usual home elsewhere.**

### Do NOT include:

- People who have some other place where they usually live.
- College students who live away from this location most of the year.
- Armed Forces personnel who live away from this location.
- People currently staying in a nursing home, mental hospital, etc.
- People currently in jail, prison, detention facility, etc.

### Do include:

- Babies and children, including foster children, who are staying here and have no other place where they usually live.
- Relatives, roommates, or other nonrelatives who are staying here and have no other place where they usually live.
- Any other people currently staying here who have no other place where they usually live.

## RELATIONSHIP

How is this person related to Person 1? Mark  ONE box.

- |  |  |
|--|--|
| <input type="checkbox"/> Opposite-sex husband/wife/spouse          | <input type="checkbox"/> Father or mother              |
| <input checked="" type="checkbox"/> Opposite-sex unmarried partner | <input type="checkbox"/> Grandchild                    |
| <input type="checkbox"/> Same-sex husband/wife/spouse              | <input type="checkbox"/> Parent-in-law                 |
| <input checked="" type="checkbox"/> Same-sex unmarried partner     | <input type="checkbox"/> Son-in-law or daughter-in-law |
| <input type="checkbox"/> Biological son or daughter                | <input type="checkbox"/> Other relative                |
| <input type="checkbox"/> Adopted son or daughter                   | <input type="checkbox"/> Roommate or housemate         |
| <input type="checkbox"/> Stepson or stepdaughter                   | <input type="checkbox"/> Foster child                  |
| <input type="checkbox"/> Brother or sister                         | <input type="checkbox"/> Other nonrelative             |



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# INFORMATION SHEET

## HISPANIC ORIGIN

Is this person of Hispanic, Latino, or Spanish origin?

- No, not of Hispanic, Latino, or Spanish origin
- Yes, Mexican, Mexican Am., Chicano
- Yes, Puerto Rican
- Yes, Cuban
- Yes, another Hispanic, Latino, or Spanish origin – *Print, for example, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, etc.* ↴

DRAFT

## RACE

What is this person's race?

Mark  one or more boxes **AND** print origins.

- White – *Print, for example, German, Irish, English, Italian, Lebanese, Egyptian, etc.* ↴

- Black or African Am. – *Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.* ↴

- American Indian or Alaska Native – *Print name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.* ↴

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Chinese   | <input type="checkbox"/> Vietnamese   | <input type="checkbox"/> Native Hawaiian |
| <input type="checkbox"/> Filipino  | <input type="checkbox"/> Korean   | <input type="checkbox"/> Samoan          |
| <input type="checkbox"/> Asian Indian  | <input type="checkbox"/> Japanese   | <input type="checkbox"/> Chamorro        |
| <input type="checkbox"/> Other Asian –<br><i>Print, for example, Pakistani, Cambodian, Hmong, etc.</i> ↴ | <input type="checkbox"/> Other Pacific Islander –<br><i>Print, for example, Tongan, Fijian, Marshallese, etc.</i> ↴ |  |

- Some other race – *Print race or origin.* ↴





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# HOJA INFORMATIVA

## A QUIÉN CONTAR

**Necesitamos contar a las personas que se están quedando aquí que NO tengan una residencia habitual en otro lugar**

### NO incluya:

- Las personas que tengan otro lugar donde habitualmente viven.
- Estudiantes universitarios que no viven en este lugar la mayor parte del año.
- Personal de las Fuerzas Armadas que vive fuera de este lugar.
- Personas que estaban actualmente en un hogar de ancianos o *nursing home*, un hospital psiquiátrico, etc.
- Personas que estaban actualmente en una cárcel, una prisión, un centro de detención, etc.

### Incluya:

- Bebés y niños, incluyendo a hijos de crianza (*foster*), que se quedan aquí y no tienen otro lugar donde generalmente viven.
- Parientes, compañeros de casa o cuarto, u otras personas que no son parientes que se están quedando aquí y no tienen otro lugar donde generalmente viven.
- Algunas otras personas que se quedan aquí actualmente y que no tienen un lugar permanente donde vivir.

## PARENTESCO

¿Cómo está esta persona relacionada con la Persona 1?  
Marque  UNA casilla.

- |   |   |
|---|---|
| <input type="checkbox"/> Esposo(a) del sexo opuesto                 | <input type="checkbox"/> Padre o madre                          |
| <input type="checkbox"/> Pareja no casada del sexo opuesto          | <input type="checkbox"/> Nieto(a)                               |
| <input type="checkbox"/> Esposo(a) del mismo sexo                   | <input type="checkbox"/> Suegro(a)                              |
| <input checked="" type="checkbox"/> Pareja no casada del mismo sexo | <input type="checkbox"/> Yerno o nuera                          |
| <input type="checkbox"/> Hijo(a) biológico(a) o de sangre           | <input type="checkbox"/> Otro pariente                          |
| <input type="checkbox"/> Hijo(a) adoptivo(a)                        | <input type="checkbox"/> <i>Roommate</i> o compañero(a) de casa |
| <input type="checkbox"/> Hijastro(a)                                | <input type="checkbox"/> Hijo(a) <i>foster</i>                  |
| <input type="checkbox"/> Hermano(a)                                 | <input type="checkbox"/> Otra persona que no es pariente        |



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# HOJA INFORMATIVA

## ORIGEN HISPANO

¿Es esta persona de origen hispano, latino o español?

- No, no es de origen hispano, latino o español
- Sí, mexicano, mexicanoamericano, chicano
- Sí, puertorriqueño
- Sí, cubano
- Sí, de otro origen hispano, latino o español – *Escriba, por ejemplo, salvadoreño, dominicano, colombiano, guatemalteco, español, ecuatoriano, etc.* ↗

## RAZA

¿Cuál es la raza de esta persona?

Marque  una o más casillas Y escriba los orígenes.

- Blanca – *Escriba, por ejemplo, alemán, irlandés, inglés, italiano, libanés, egipcio, etc.* ↗

- Negra o afroamericana – *Escriba, por ejemplo, afroamericano, jamaiquino, haitiano, nigeriano, etíope, somalí, etc.* ↗

- Indígena de las Américas o nativa de Alaska – *Escriba el nombre de la(s) tribu(s) en la(s) que está inscrita o la(s) tribu(s) principal(es), por ejemplo, Navajo Nation, Blackfeet Tribe, maya, azteca, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.* ↗

- China
- Vietnamita
- Nativa de Hawái

- Filipina
- Coreana
- Samoana

- India asiática
- Japonesa
- Chamorra

- Otra asiática – *Escriba, por ejemplo, pakistání, camboyano, hmong, etc.* ↗

- Otra de las islas del Pacífico – *Escriba, por ejemplo, tongano, fijiano, de las Islas Marshall, etc.* ↗

- Alguna otra raza – *Escriba la raza o el origen.* ↗



U.S. DEPARTMENT OF COMMERCE  
U.S. CENSUS BUREAU

## TRANSITORY LOCATION CONTROL RECORD Special Census

THIS LISTING CONTAINS INFORMATION, THE RELEASE OF WHICH IS PROHIBITED BY TITLE 13, U.S.C.

Barcode Placeholder  
Words deleted after design approval

**A.** Case ID:

**B.** SCID/GU Name:

**C.** TL Name:

**D.** Address:   
Street

**E.** City:

**F.** Zip Code:  **G.** State:  /

**H.** County:

**I.** TL Type Code:   **J.** AA:

**K.** Tract:

**L.** Block:

**M.** Map Spot:

**N.** Location Description:

**O.** List Additional Blocks in TL in Same AA:  
  
*(Print Field Representative's name)*

**P.** Assigned to:

**Q.** Date Assigned:

**R.** Date Returned:

### SECTION A: – TRANSITORY LOCATION FACILITY CONTACT INFORMATION Confirm, update or collect the TL Contact information. *(Complete Items 1 to 3)*

Question 1, SC-688  Question 2, SC-688

**1.** Contact Name:

**2.** Contact Title:

**3.** Telephone Number(s), including area code and extension:  Cell  Home/Other  Ext.

### SECTION A1: – TRANSITORY LOCATION ADVANCE CONTACT INFORMATION

Question 3, SC-688

**4.** TL Name:   
*(Only MINOR spelling corrections are allowed)*

**5.** Street Name:

Question 4, SC-688

**6.** Will you be open between (Special Census Dates)?  
1  YES    2  NO *(Mark (X) Closed on Special Census Day in Section A2)*  
3  Don't know

Question 5, SC-688

**7.** TL Type Code:  
1  10-Campground    2  20-RV Park  
3  30-Marina    4  40-Hotel/Motel *(Mark Rooms in item 8)*  
5  50-Racetrack    6  60-Circus/Carnival/Fair  
7  90-Other, Describe:

Question 6 and 9b, SC-688

**8.** Type of spaces or units: *(Mark (X) all that apply).*  
1  Sites    2  RV Pads    3  Slips    4  Rooms  
5  Units    6  Other, Describe:

Question 7 and 9a, SC-688

**9.** Maximum Number of Spaces or Units at Location:

Question 8, and 9c, SC-688

**10.** Average Number of Occupied Units:   
*(For Housing Units, enter # of people)* ↴

**Continued on next page**

**SECTION A1: - TRANSITORY LOCATION ADVANCE CONTACT INFORMATION - Continued**

Question 9b, SC-688

11. Are there any people who live or stay at this hotel/motel on an extended basis?  
1  YES 2  NO (End the interview)

Question 10, SC-688

12. What is the best day and time to conduct the Special Census at this location?  
Date: (Mo, D, Yr) \_\_\_\_\_ Time \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ : \_\_\_\_\_ 1  am  
\_\_\_\_\_ : \_\_\_\_\_ 2  pm

13. Appointment Scheduled? 1  YES 2  NO

Question 11, SC-688

14. Are there any specific instructions that Special Census staff need to know to count the people at this location?  
1  YES: Mark (X) all that apply or describe) 2  Gated community 3  Locked entrance  
4  Other - Describe: \_\_\_\_\_ 5  NO

Question 12, SC-688

15. Are there any people at this location who do not speak or understand English?  
1  YES - Write the language(s) spoken \_\_\_\_\_ 2  NO

Question 13, SC-688

Question 14, SC-688

16. TL site maps: 1  YES 2  NO 17. TL Contact responsible for additional location(s):  
1  YES - Complete an SC-225, INFO-COMM, and notify your supervisor. 2  NO

**SECTION A2: - TLAC STATUS**

18. 1  Complete - ETL Appointment Scheduled (include appointments for Housing Units) OR 2  Out of Enumeration Area  
3  Duplicate: Survivor ID # \_\_\_\_\_ 4  Dangerous Address  
5  Housing Unit, No Appointment 6  Group Quarter 7  Closed on Special Census Day  
8  Demolished/Burned out 9  Uninhabitable (Open to the Elements/Condemned/Under Construction)  
10  Closed/Not Operating/Vacant 11  Refusal 12  Nonresidential  
13  Cannot Locate 14  Other \_\_\_\_\_

**SECTION B: - ENUMERATION AT TRANSITORY LOCATIONS INFORMATION**

19. Assigned to:  Print Field Representative's Name \_\_\_\_\_ Month/Day/Year \_\_\_\_\_  
Month/Day/Year \_\_\_\_\_ 20. Date Assigned: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
21. Date Enumeration completed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Certification**

Field Representative - I certify that the entries made on this form are true and correct to the best of my knowledge.

22. Field Representative Signature: \_\_\_\_\_ 23. Date Signed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month/Day/Year

**Section B1 - ETL Summary**

24. A) Total Number of Units \_\_\_\_\_ E) Total Number of First No Contacts (NC1) \_\_\_\_\_  
B) Total Number of Occupied Units \_\_\_\_\_ F) Total Number of Second No Contacts (NC2) \_\_\_\_\_  
C) Total Number of Permanent Structures \_\_\_\_\_ G) Total Number of Completed EQs \_\_\_\_\_  
(Mobile Homes/Housing Units) H) TL POPULATION COUNT \_\_\_\_\_  
D) Total Number of Refusals \_\_\_\_\_







## TRANSITORY LOCATION LISTING SHEET ENUMERATION AT TRANSITORY LOCATIONS Special Census

This form contains confidential information, including Title 13 and Personally Identifiable Information (PII), the release of which is protected by the Privacy Act of 1974.

*Print unit/site number in column (A) and indicate whether the site is occupied in column (B). If a permanent structure (PS) or mobile home (MH) occupies the unit/site, mark (X) column (C). If the site is occupied ("Yes" in column (B)), approach the unit/site and begin the interview using the Form SC-1, Transitory Location Questionnaire (EQ).*

PRINT THE UNIT/SITE NUMBER	IS THIS UNIT/SITE OCCUPIED? <i>Yes or No</i>		PS/MH	REFUSAL	NC1 (1st No contact)	NC2 (2nd No contact)	EQ COMPLETE AND LABELED	NAME OF RESPONDENT <i>(First Name, Initial, Last Name)</i>
(A)	(B)		(C)	(D)	(E)	(F)	(G)	(H)
	<input type="checkbox"/> Yes	<input type="checkbox"/> No – END	<input type="checkbox"/> PS/MH	<input type="checkbox"/> R	<input type="checkbox"/> NC1	<input type="checkbox"/> NC2	<input type="checkbox"/> Yes	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No – END	<input type="checkbox"/> PS/MH	<input type="checkbox"/> R	<input type="checkbox"/> NC1	<input type="checkbox"/> NC2	<input type="checkbox"/> Yes	
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	<input type="checkbox"/> Yes	<input type="checkbox"/> No – END						

To the designer – please include all the standard items in the header and footers.

SC-688(TLAC)

OMB No. xxxx-xxxx

Approval Expires xx/xx/xxxx1

**SPECIAL CENSUS**  
**TRANSITORY LOCATION ADVANCE CONTACT**  
**IN-FIELD SCRIPT**

DRAFT



## INTRODUCTION

#	Question
1	<p data-bbox="305 317 703 348"><b>Hello.</b> My name is <i>(Your name)</i>.</p> <p data-bbox="305 386 1414 548"><b>I am representing the U.S. Census Bureau</b> <i>(show your ID badge)</i>. We are currently conducting the Special Census in your area. To make sure we count everyone during the Special Census, we visit places like hotels, motels, RV parks, campgrounds, and marinas. I have some questions to ask about <i>(Say the TL NAME on the Form SC-117)</i> at <i>(Say the ADDRESS NUMBER and STREET NAME on the Form SC-117)</i>.</p> <p data-bbox="305 590 1268 621"><i>If a TL Name or Street Name is not listed, read the LOCATION DESCRIPTION.</i></p> <p data-bbox="305 657 1377 720"><b>May I speak to</b> <i>(Say the CONTACT PERSON'S name in Section A, item 1 of the Form SC-117, if the name is provided)?</i></p> <ul data-bbox="305 726 1414 825" style="list-style-type: none"><li data-bbox="305 726 1414 789">• <i>Verify the spelling of the CONTACT PERSON's name, title, and telephone number and make corrections, if necessary, in the fields provided.</i></li><li data-bbox="305 793 878 825">• <b>GO TO QUESTION 2 OF THIS SCRIPT</b></li></ul> <p data-bbox="305 863 1003 894"><i>(If no CONTACT PERSON name in Section A, item 1, ask:)</i></p> <p data-bbox="305 930 1419 961"><b>May I speak to the person who would be able to answer my questions about this location?</b></p> <p data-bbox="305 999 1317 1031"><i>(When the correct person is available, repeat the introduction, if necessary, then ask:)</i></p> <p data-bbox="305 1066 1344 1098"><b>May I have your name, title, and a telephone number at which you can be reached?</b></p> <ul data-bbox="305 1104 1414 1806" style="list-style-type: none"><li data-bbox="305 1104 1414 1167">• <i>Enter the person's name, title, and telephone number(s) on the SC 117, Section A, items 1, 2, and 3.</i></li><li data-bbox="305 1203 1414 1398">• <b><i>If no one is available who can answer questions about the location:</i></b><ul data-bbox="402 1241 1414 1398" style="list-style-type: none"><li data-bbox="402 1241 1414 1304">○ <i>Ask for the name and telephone number of the contact person and record the information on the SC-117, Section A, items 1, 2, and 3.</i></li><li data-bbox="402 1308 1414 1371">○ <i>Ask for a time you can return to conduct the interview with the contact person and record that information in the NOTES section of the SC-117.</i></li><li data-bbox="402 1375 667 1398">○ <i>End the interview.</i></li></ul></li><li data-bbox="305 1409 992 1472">• <b><i>If this is a Housing Unit (HU):</i></b><ul data-bbox="402 1446 992 1472" style="list-style-type: none"><li data-bbox="402 1446 992 1472">○ <b><i>SKIP TO QUESTION 9a OF THIS SCRIPT.</i></b></li></ul></li><li data-bbox="305 1482 1414 1806">• <b><i>If this is a Group Quarters (GQ):</i></b><ul data-bbox="402 1520 1414 1806" style="list-style-type: none"><li data-bbox="402 1520 1414 1583">○ <i>Try to obtain the name, telephone number and any other information about the GQ, if possible.</i></li><li data-bbox="402 1587 1414 1650">○ <b><i>Say, "Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location."</i></b></li><li data-bbox="402 1654 667 1677">○ <i>End the interview.</i></li><li data-bbox="402 1682 1414 1806">○ <i>On the SC-117:</i><ul data-bbox="500 1719 1414 1806" style="list-style-type: none"><li data-bbox="500 1719 1414 1751">▪ <i>In Section A2, TLAC Status section, mark (X) Group Quarter.</i></li><li data-bbox="500 1755 1414 1806">▪ <i>Write the name, telephone number and any other information about the GQ in the NOTES section and contact your supervisor.</i></li></ul></li></ul></li></ul>

INTERVIEW	
#	Question
2	<p>To prepare for the Special Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take about ten minutes.</p> <p>All the information that you provide will remain confidential. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. Your answers will be used for statistical purposes only.</p> <p><i>Hand the Contact Person the Confidentiality Notice and TL Facility Manager Letter.</i></p> <p><i>Read if necessary:</i>  The U.S. Census Bureau is conducting this Special Census to provide your local government current population and housing counts for this area. Your participation in the Special Census is extremely important. Although the individual responses are voluntary, the information the Special Census receives from you ensures the completeness and accuracy of the results. The U.S. Census Bureau and your local government appreciate your help.</p> <p><i>GO TO QUESTION 3 OF THIS SCRIPT.</i></p>
3	<p>I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.</p> <p><i>Refer to the Form SC-117 and read/spell out the information printed in the header section:</i>  <b>TL Name</b>  <b>Address Number</b>  <b>Street Name</b>  <b>City</b>  <b>ZIP Code</b>  <b>OR LOCATION DESCRIPTION</b></p> <ul style="list-style-type: none"> <li>• <i>If ALL the information is CORRECT, GO TO QUESTION 4 OF THIS SCRIPT.</i></li> <li>• <i>If only the TL Name is different:</i> <ul style="list-style-type: none"> <li>○ <i>On the SC-117, Section A1, write the corrected TL NAME in item 4, "TL Name."</i></li> </ul> </li> <li>• <i>If the STREET NAME is different:</i> <ul style="list-style-type: none"> <li>○ <i>You may make only minor spelling corrections to the STREET NAME.</i></li> <li>○ <i>On the SC-117, Section A1, write the MINOR changes to the street name in item 4, "Street Name."</i></li> <li>○ <i>GO TO QUESTION 4 OF THIS SCRIPT.</i></li> </ul> </li> <li>• <i>If any other address fields have changed (street number, street name, or ZIP Code):</i> <ul style="list-style-type: none"> <li>○ <i>On the SC-117, TLAC NOTES section:</i> <ul style="list-style-type: none"> <li>▪ <i>Write the corrected full STREET ADDRESS and complete an SC-225, INFO-COMM.</i></li> <li>▪ <i>Say, "Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location."</i></li> <li>▪ <i>End the interview.</i></li> <li>▪ <i>In Section A2, TLAC Status section, mark (X) OTHER and write "ADDRESS CHANGE."</i></li> </ul> </li> </ul> </li> </ul>

INTERVIEW	
#	Question

<p><b>4</b></p>	<p><b>Will you be open between</b> (<i>Say the Special Census dates</i>)?</p> <ul style="list-style-type: none"> <li>• <b>If YES</b>, mark (X) YES in Section A1, item 5 of the SC-117 and <b>GO TO QUESTION 5 OF THIS SCRIPT.</b></li> <li>• <b>If NO</b>, mark (X) NO in Section A1, item 5 of the SC-117, and: <ul style="list-style-type: none"> <li>○ <b>Say:</b> “Thank you very much for your time and participation. That is all the information that I need.”</li> <li>○ End the interview.</li> <li>○ In Section A2, <b>TLAC Status</b>, mark (X) <b>Closed on Special Census Day.</b></li> </ul> </li> <li>• <b>If DON'T KNOW</b>, mark (X) DON'T KNOW in Section A1, item 5 of the SC-117 and <b>GO TO QUESTION 5 OF THIS SCRIPT.</b></li> </ul>
<p><b>5</b></p>	<p><b>Is this location primarily a</b> (<i>Ask or verify</i>):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Campground (10)</b></li> <li><input type="checkbox"/> <b>RV park (20)</b></li> <li><input type="checkbox"/> <b>Marina (30)</b></li> <li><input type="checkbox"/> <b>Hotel/Motel (40)</b></li> <li><input type="checkbox"/> <b>Racetrack (50)</b></li> <li><input type="checkbox"/> <b>Carnival/Circus (60)</b></li> <li><input type="checkbox"/> <b>Other (90)</b></li> </ul> <ul style="list-style-type: none"> <li>• On the SC-117, Section A1, item 6, mark (X) <b>only one</b> TL Type. <ul style="list-style-type: none"> <li>○ If most of the units at the TL fall within <b>ONE</b> TL Type Code, apply that TL Type Code to the entire TL.</li> <li>○ If most of the units at the TL <b>DO NOT</b> fall within one TL Type Code, then assign the lowest TL Type Code value to the TL.</li> </ul> </li> <li>• If the contact person says that none of the options describes the location, mark (X) <b>OTHER</b> and ask for and write the description in the space provided for item 6, SC-117.</li> <li>• <b>GO TO QUESTION 6 OF THIS SCRIPT.</b></li> <li>• <b>If this is a Group Quarter:</b> <ul style="list-style-type: none"> <li>○ <b>Say,</b> “Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location.”</li> <li>○ End the interview.</li> <li>○ On the SC-117: <ul style="list-style-type: none"> <li>▪ In Section A2, <b>TLAC Status</b> section, mark (X) <b>Group Quarter.</b></li> <li>▪ Write the name, telephone number and any other information about the <b>GQ</b> in the <b>NOTES</b> section and contact your supervisor.</li> </ul> </li> </ul> </li> <li>• If this is a Hotel/Motel, <b>SKIP TO QUESTION 9b OF THIS SCRIPT.</b></li> </ul>

INTERVIEW	
#	Question
<b>6</b>	<p><b>What types of Spaces or Units are at this location?</b></p> <p><i>Read the following options:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sites</li> <li><input type="checkbox"/> Pads</li> <li><input type="checkbox"/> Slips</li> <li><input type="checkbox"/> Rooms</li> <li><input type="checkbox"/> Units</li> <li><input type="checkbox"/> Other – Describe _____</li> </ul> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1, item 7, mark (X) as many of the Types of Spaces or Units that apply.</i></li> <li>• <i>If the contact person says that none of the options describe the location, mark (X) OTHER and ask for and write the description in the space provided for item 7, SC-117.</i></li> <li>• <b>GO TO QUESTION 7 OF THIS SCRIPT.</b></li> </ul>
<b>7</b>	<p><b>What is the MAXIMUM number of spaces or units at this location? (Include all types of spaces or units at the location).</b></p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1, item 8, enter the maximum number in the space provided.</i></li> <li>• <b>GO TO QUESTION 8 OF THIS SCRIPT.</b></li> </ul>
<b>8</b>	<p><b>We will conduct the Special Census from (Say the Special Census Dates for your area).</b></p> <p><b>What is the AVERAGE number of OCCUPIED spaces or units at this location during that time frame?</b></p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1, item 9, enter the average number in the space provided. For Housing Units, enter the number of PEOPLE.</i></li> <li>• <b>SKIP TO QUESTION 10 OF THIS SCRIPT</b></li> </ul>
<b>9a</b>	<p><i>Hand the Contact Person the Confidentiality Notice.</i></p> <p><b>Including yourself, how many people will be living or staying at (Say the ADDRESS NUMBER and STREET NAME on the SC-117) on (Say the Special Census Date for your area)?</b></p> <p><b>Another Census worker will come here to conduct an in-person interview for each person living or staying at this location on Special Census Day.</b></p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1 item 9, enter the number of people in the space provided.</i></li> <li>• <b>SKIP TO QUESTION 10 OF THIS SCRIPT.</b></li> </ul>

**INTERVIEW**

#	Question
9b	<p><b>For this Hotel/Motel:</b></p> <p><b>Are there any people who live or stay at this hotel/motel on an extended basis, such as weekly basis or a monthly basis?</b></p> <ul style="list-style-type: none"><li>• <b>If YES:</b><ul style="list-style-type: none"><li>○ <i>On the SC-117, Section A1:</i><ul style="list-style-type: none"><li>▪ <i>In item 10, mark YES.</i></li><li>▪ <i>In item 6, verify or mark (X) TL Type Code 40, HOTEL/MOTEL (if not already marked)</i></li><li>▪ <i>In item 7, verify or mark (X) 'Rooms.'</i></li><li>▪ <b>GO TO QUESTION 9C OF THIS SCRIPT.</b></li></ul></li></ul></li><li>• <b>If NO:</b><ul style="list-style-type: none"><li>○ <i>On the SC-117:</i><ul style="list-style-type: none"><li>▪ <i>In item 10, mark NO.</i></li><li>▪ <i>In Section A2, TLAC Status section, mark (X) Nonresidential.</i></li><li>▪ <i>Say: "Thank you for your time. That is all the information I need. Someone from the Census Bureau may call you later to complete an interview for this location."</i></li><li>▪ <i>End the interview.</i></li></ul></li></ul></li></ul>
9c	<p><b>We will conduct the Special Census (<i>Say the Special Census dates for your area.</i>)</b></p> <p><b>For this Hotel/Motel:</b></p> <p><b>What is the average number of occupied rooms where people live or stay on an extended basis, such as a weekly basis or a monthly basis during that time frame?</b></p> <ul style="list-style-type: none"><li>• <i>On the SC-117, Section A1 item 9, enter the number of rooms occupied by long term guests.</i></li><li>• <b>GO TO QUESTION 10 OF THIS SCRIPT.</b></li></ul>
10	<p><b>What is the best day and time to conduct the Special Census at this location between (<i>Say the Special Census Dates in your area</i>)?</b></p> <ul style="list-style-type: none"><li>• <i>On the SC-117, Section A1, item 11, enter the date and time, circle a.m. or p.m., and then mark (X) YES or NO in item 12.</i></li><li>• <b>GO TO QUESTION 11 OF THIS SCRIPT.</b></li></ul>

INTERVIEW	
#	Question
11	<p>Are there any specific instructions that Census Bureau staff need to know to be able to count the people at this location; for example, are there gated communities, locked entrances, etc.?</p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1:</i> <ul style="list-style-type: none"> <li>○ <b>If YES:</b> Mark (X) YES in item 13, and then mark (X) all the situations that apply.</li> <li>○ <b>If NO,</b> mark (X) NO in item 13.</li> </ul> </li> <li>• <b>GO TO QUESTION 12 OF THIS SCRIPT.</b></li> </ul>
12	<p>Are there any people at this location that do not speak or understand English?</p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1:</i> <ul style="list-style-type: none"> <li>○ <b>If YES:</b> Mark (X) YES in item 14, then ask, “<b>What languages do they speak?</b>” (For example, Spanish, Vietnamese, Korean) and write the language(s) spoken in the space provided.</li> <li>○ <b>If NO:</b> Mark (X) NO in item 14.</li> </ul> </li> <li>• <b>GO TO QUESTION 13 OF THIS SCRIPT.</b></li> <li>• <b>If a housing unit, SKIP TO QUESTION 14 OF THIS SCRIPT.</b></li> </ul>
13	<p>Do you have a printed site map for us to use?</p> <ul style="list-style-type: none"> <li>• <i>On the SC-117, Section A1:</i> <ul style="list-style-type: none"> <li>○ <b>If YES,</b> mark (X) YES in item 15. <b>ASK FOR 5 MAPS.</b></li> <li>○ <b>If NO,</b> mark (X) NO in item 15.</li> <li>○ <b>GO TO QUESTION 14 OF THIS SCRIPT.</b></li> </ul> </li> </ul>
14	<p><b>On (say the DATE/TIME scheduled in item 11 of the SC-117), Special Census staff will arrive at your location and present an official Special Census photo ID badge.</b></p> <p><b>We ask that you let the people living or staying here know that the Census Bureau will be conducting the Special Census at that time and encourage their cooperation. Someone from the Special Census Office will contact you before to the appointment as a reminder and to discuss further details. We appreciate your cooperation.</b></p> <p><i>If a Housing Unit, say:</i> That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the Special Census Office at (provide telephone number) or visit our website at <a href="http://census.gov/programs-surveys/specialcensus.html">census.gov/programs-surveys/specialcensus.html</a>.</p> <ul style="list-style-type: none"> <li>• <i>Otherwise, ask:</i> Are you responsible for any additional locations, either at this address or elsewhere? <ul style="list-style-type: none"> <li>○ <b>If YES,</b> on the SC-117, Section A1, mark (X) YES in item 16 and <b>GO TO QUESTION 15 OF THIS SCRIPT.</b></li> <li>○ <b>If NO,</b> on the SC-117, Section A1, mark (X) NO in item 16 and end the interview.</li> </ul> </li> </ul>

INTERVIEW	
#	Question
15	<p><b>What is the name and address of the other location(s) you are responsible for?</b></p> <ul style="list-style-type: none"> <li>• <i>If the case is in your workload (you have an SC-117 with the <b>TL NAME and ADDRESS</b>), use this script (SC-688) and the other SC-117 to complete an interview for that additional transitory location.</i></li> <li>• <i>If the case is <b>NOT</b> in your workload (you do <b>NOT</b> have an SC-117 for the additional TL):</i> <ul style="list-style-type: none"> <li>○ <i>Write the additional <b>TL NAME/ADDRESS/CONTACT NAME/TELEPHONE NUMBER</b> in the NOTES section of the SC-117.</i></li> <li>○ <i>Say, “Thank you for this information. We will check our files to see if we have these locations and may contact you another time to complete an interview for each location.”</i></li> <li>○ <i>End the interview.</i></li> <li>○ <i>Complete an SC-225, INFO-COMM with the new TL information and notify your supervisor.</i></li> </ul> </li> </ul>
	<p><b>****MAKE NO OTHER ENTRIES ON THE SC-117 BELOW SECTION A2, TLAC STATUS SECTION****</b></p>

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