

E-mail: BASSC 3L <overprinting> and Text

Subject: <YYYY> Boundary and Annexation Survey (BAS) – Missing Legal Boundary Change Submission

<DATE>

Dear <BAS_FIRST_NAME> + <BAS_LAST_NAME>:

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) every year to update legal boundaries, names, and the status of all governments. Following each BAS cycle, the Census Bureau conducts the BAS State Certification Program to review and certify updates sent through BAS. A governor-appointed State Certifying Official (SCO) verifies that the legal boundary, name, and status received through the previous BAS cycle were reported in accordance with state laws and that no legal changes are missing from the Census Bureau's data.

During the <YYYY> BAS State Certification Program, your state's SCO notified the Census Bureau that one or more boundary changes for your government were not reported to the <YYYY> BAS. The missing changes are listed on the attached form.

To ensure the changes are included in the Census Bureau's database, please complete the following action steps:

1. Review the missing changes listed on the attached BAS State Certification Discrepancy Form.
2. Submit the missing changes that are legally in effect along with appropriate documentation (e.g., ordinance document, resolution document, etc.) to the current BAS cycle by May 31st.
3. If a change is not valid or you have questions about a change listed on the form, please contact the Census Bureau.
4. If you have already submitted the change to this year's BAS, no further action is required.

Thank you for your participation in BAS.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

BAS State Certification Program Website: <<https://www.census.gov/programs-surveys/bas/information/state-certification-program.html>>

General BAS Information: <<https://www.census.gov/programs-surveys/bas.html>>

Attachment: BASSC Discrepancy form (BASSC-3L)