

**E-mail: BASSC 2L – MCD States <overprinting> and Text**

**Subject: YYYY Boundary and Annexation Survey (BAS) State Certification - <ST\_ABBR>**

<DATE>

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 «STATE\_NAME» for the <YYYY> Boundary and Annexation Survey (BAS) State Certification Program. Through this program, the Census Bureau asks you to verify the accuracy of the information received during the <YYYY> BAS. This program ensures that the Census Bureau's inventory of local governments is accurate and that the boundary changes reported to BAS comply with your state laws.

All information and materials for review, including the BAS State Certification listings and the *BAS State Certification How-to Guide*, are located on the [BAS State Certification website](#). Select your state's name in the 'Download BAS State Certification Materials' section to download the materials. 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\_NAME» are attached for your reference. Please notify the Census Bureau 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 on or before <DATE>. Refer to the *BAS State Certification How-to Guide* for further information.

Thank you for your participation in the BAS State Certification Program.

#### **CONTACT INFORMATION**

Email: <[geo.bas@census.gov](mailto: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: State Law Summary