E-mail: BASSC 3 <overprinting> and Text

Subject: <YYYY> Boundary and Annexation Survey–Boundary Changes Reported by the SCO that are not in Census Bureau Records

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 tribal, state, and general-purpose local 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 boundary changes reported by the SCO that are missing in Census Bureau records 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 discrepancies 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 31.

3. If a change is not valid or if you have questions about a change listed on the form, please contact us by email or phone.

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.

Email: <geo.bas@census.gov>
Phone: 1-800-972-5651
General BAS information: <www.census.gov/programs-surveys/bas.html>
BAS State Certification website:
<www.census.gov/programs-surveys/bas/information/state-certification-program.html>

Attachment: BAS State Certification Discrepancy Form (BASSC-3)