

E-mail: BASSC 4 <overprinting> and Text

Subject: <YYYY> Boundary and Annexation Survey-Invalid Boundary Changes Reported by the SCO and Removed from 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 reported to the <YYYY> BAS were not reported to the appropriate state agency. The 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 invalid boundary changes listed on the attached BAS State Certification Discrepancy Form.
2. If a change is legally in effect, ensure the required documentation is filed with the appropriate state or county level agency.
3. Once the change is reported to the appropriate state or county level agency, resubmit the boundary change and supporting documentation to the current BAS cycle by May 31.
4. If a change is not valid or you have questions about a change listed on the form, please contact us by email or phone.

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-4)