The U.S. Census Bureau is sending this email to inform you that your state’s governor has appointed you to serve as the State Certifying Official for the <YYYY> Boundary and Annexation Survey (BAS) State Certification Program and to alert you that we have not yet received your state’s BAS State Certification Program submission.

Participating in this program ensures that the Census Bureau’s inventory of general-purpose local governments is accurate and that the boundary changes reported to BAS comply with your state laws.

Please return the completed listing files by <DATE>. Program materials and an instructional guide are located on the [BAS State Certification website](https://www.census.gov/programs-surveys/bas/information/state-certification-program.html). Contact us if you have any questions or require assistance with your submission.

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

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

General BAS information: <[www.census.gov/programs-surveys/bas.html](https://www.census.gov/programs-surveys/bas.html)>

BAS State Certification website:
<[www.census.gov/programs-surveys/bas/information/state-certification-program.html](https://www.census.gov/programs-surveys/bas/information/state-certification-program.html)>