

CE-MGT(01-2025)

<<DATE>>

<<RESPNAME>>

<<ADDRESS>>

Dear <<NAMEOFOWNERORMANAGER>>:

The Bureau of the Census conducts surveys each month to provide statistics on such subjects as employment, health and housing, as well as the economic, demographic and social situations of Americans. Government officials, Congress, Planners and Educators to observe changes in people's lives over time and provide the government with information to make decisions on the Nation's economic and social needs, use the published statistics.

Information is collected by randomly selecting a sample of living quarters throughout the country and interviewing the occupants thereof. The people who conduct the interviews are official representatives of the U.S. Census Bureau. They have official identification cards, which they are instructed to show to each person from whom they request census information. By law (Title 13, United States Code), all information collected by our Field Representatives is confidential. Information may only be viewed by authorized, sworn Census employees, and may only be used for statistical purposes. No person or household can be identified from the resulting statistical tabulations that are available to all who are interested in them.

One or more of the units located at <<HOUSE\_NUMBER>> <<STREET\_NAME\_COMBINED>> have been selected for an important, Federal government survey conducted by the Census Bureau. We are requesting that you assist our Field Representatives in contacting the residents of these units. Congress considers Census surveys most important and has included in the Census law (Title 13) an amendment that addresses refusals by owners, proprietors, etc., to assist Census employees. Title 13, Section 223 also states that any owner, proprietor, superintendent or agent who refuses to grant access to an apartment building or gated community can be fined up to \$500.00 (A copy of Section 223, Title 13 is enclosed for your information).

I am requesting our Field Representative, <<FRNAME>>, to return to this complex to conduct the interviews. <<FRNAME>> <<FRPHONE>>, or another Field Representative, will be required to contact the sample units. I trust you will extend our Commerce Department employees the privilege of entering the complex, as it may be necessary in the performance of their official duties and that you will cooperate with them whenever necessary. If you have any questions about this survey, please feel free to contact the <<NAMEOFRO>> Regional Office of the U.S. Census Bureau, at <<SURVEYPHONE>> extension **XX**.

Sincerely,

<<RD or RSM Name>>

U.S. Census Bureau

<http://www.bls.gov/cex/home.htm>

<http://www.census.gov/privacy/>

Enclosure

**Citations from Title 13 of the United States Code**

94<sup>th</sup> Congress, 2<sup>nd</sup> Session  
Committee Print No.2  
December 31, 1976

TITLE 13, UNITED STATES CODE -- CENSUS

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\* CHAPTER 5 -- CENSUSES

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\* SUBCHAPTER II - POPULATION, HOUSING, AGRICULTURE, IRRIGATION,  
DRAINAGE AND UNEMPLOYMENT

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141. Population and other census information

(a.) The Secretary shall, in the year 1980 and every 10 years thereafter, take a decennial census of population as of the first day of April of such year, which date shall be known as the "decennial census date," in such form and content as he may determine, including the use of sampling procedures and special surveys. In connection with any such census, the Secretary is authorized to obtain such other census information as necessary.

(g.) As used in this section, "census of population" means a census of population, housing, and matters relating to population and housing.

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\* SUBCHAPTER V -- GEOGRAPHIC SCOPE, PRELIMINARY AND SUPPLEMENTAL  
STATISTICS AND USE OF SAMPLING

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193. Preliminary and supplemental statistics

In advance of, in conjunction with, or after the taking of each census provided for by this chapter, the Secretary may make surveys and collect such preliminary and supplementary statistics related to the main topic of the censuses as are necessary to the initiation, taking, and completion thereof.

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\* CHAPTER 7 -- OFFENSES AND PENALTIES

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\* SUBCHAPTER II -- OTHER PERSONS

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221. Refusal or neglect to answer questions, false answers

(a) Whoever, being over eighteen years of age, refuses or willfully neglects, when requested by the Secretary, or by any other authorized officer or employee of the Department of Commerce or bureau or agency thereof acting under the instructions of the Secretary or authorized officer, to answer, to the best of his knowledge, any of the questions on any schedule submitted to him in connection with any census or survey provided for by subchapters I, II, IV, and V of chapter 5 of this title, applying to

himself or to the family to which he belongs or is related, or to the farm or farms of which he or his family is the occupant, shall be fined not more than \$100.

- (b) Whoever, when answering questions described in subsection (a) of this section, and under the conditions or circumstances described in such subsection, willfully gives any answer that is false, shall be fined not more than \$500.
- (c) Notwithstanding any other provision of this title, no person shall be compelled to disclose information relative to his religious beliefs or to membership in a religious body.

223. Refusal by owners, proprietors, etc., to assist census employees

Whoever, being the owner, proprietor, manager, superintendent, or agent of any hotel, apartment house, boarding or lodging house, tenement, or other building, refuses or willfully neglects, when requested by the Secretary or by any other officer or employee of the Department of Commerce or bureau or agency thereof, acting under the instructions of the Secretary, to furnish the names of the occupants of such premises, or to give free ingress thereto and egress therefrom to any duly accredited representative of such Department or bureau or agency thereof, so as to permit the collection of statistics with respect to any census provided for in subchapter I and II of chapter 5 of this title, or any survey authorized by subchapter IV of such chapter in so far as such survey relates to any of the subjects for which censuses are provided by such subchapters I and II, including, when relevant to the census or survey being taken or made, the proper and correct enumeration of all persons having their usual place of abode in such premises, shall be fined not more than \$500.