



U.S. DEPARTMENT OF COMMERCE
U.S. CENSUS BUREAU

SPECIAL CENSUS

TRANSITORY LOCATION ADVANCE CONTACT IN-FIELD SCRIPT

Special Census Transitory Location Advance Contact In-Field Script

1. Hello. My name is (*Your name*).

I am representing the U.S. Census Bureau (*show your ID badge*). We are currently conducting the Special Census in your area. To make sure we count everyone during the Special Census, we visit places like hotels, motels, RV parks, campgrounds, and marinas. I have some questions to ask about (Say the TL NAME on the Form SC-117) at (Say the **ADDRESS NUMBER and STREET NAME** on the Form SC-117).

*If a TL Name or Street Name is not listed, read the **LOCATION DESCRIPTION**.*

May I speak to (*Say the CONTACT PERSON'S name in Section A, item 1 of the Form SC-117, if the name is provided*)?

- *Verify the spelling of the CONTACT PERSON's name, title, and telephone number and make corrections, if necessary, in the fields provided.*
- **GO TO QUESTION 2 OF THIS SCRIPT**

(If no CONTACT PERSON name in Section A, item 1, ask:)

May I speak to the person who would be able to answer my questions about this location?

(When the correct person is available, repeat the introduction, if necessary, then ask:)

May I have your name, title, and a telephone number at which you can be reached?

- Enter the person's name, title, and telephone number(s) on the SC 117, Section A, items 1, 2, and 3.
- **If no one is available who can answer questions about the location:**
 - *Ask for the name and telephone number of the contact person and record the information on the SC-117, Section A, items 1, 2, and 3.*
 - *Ask for a time you can return to conduct the interview with the contact person and record that information in the NOTES section of the SC-117.*
 - *End the interview.*
- **If this is a Housing Unit (HU):**
 - **SKIP TO QUESTION 9a OF THIS SCRIPT.**
- **If this is a Group Quarters (GQ):**
 - *Try to obtain the name, telephone number and any other information about the GQ, if possible.*
 - **Say,** "Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location."
 - *End the interview.*
 - *On the SC-117:*
 - *In Section A2, **TLAC Status** section, mark (X) Group Quarter.*
 - *Write the name, telephone number and any other information about the GQ in the NOTES section and contact your supervisor.*

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2. To prepare for the Special Census, I need to collect some information about this location. I have just a few questions to ask you. We estimate this interview will take about ten minutes.

All the information that you provide will remain confidential. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. Your answers will be used for statistical purposes only.

Hand the Contact Person the Confidentiality Notice and TL Facility Manager Letter.

Read if necessary:

The U.S. Census Bureau is required by law to protect your information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. We are conducting the Special Census under the authority of Title 13, U.S. Code, Section 196. By law, the Census Bureau can only use your responses to produce statistics.

Title 13 of the U.S. Code protects the confidentiality of all your information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information you provide to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of your individual responses. Your answers cannot be used against you by any government agency or court.

For more information about how we protect your information, please visit our Web site at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-3, Special Censuses, Surveys, and Other Studies.

Although the individual responses are voluntary, the information the Special Census receives from you ensures the completeness and accuracy of the results. Tribal, state, and local governments use census data to make a wide variety of decisions to improve their communities. The Census Bureau estimates that completing the questionnaire will take 10 minutes on average.

Thank you for your cooperation. The Census Bureau appreciates your help.

The U.S. Census Bureau is conducting this Special Census to provide your local government current population and housing counts for this area. Your participation in the Special Census is extremely important. Although the individual responses are voluntary, the information the Special Census receives from you ensures the completeness and accuracy of the results. The U.S. Census Bureau and your local government appreciate your help.

GO TO QUESTION 3 OF THIS SCRIPT.

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- 3. I am going to read you a summary of the location information that I have. Please let me know if anything is incorrect, or if any information is missing.**

Refer to the Form SC-117 and read/spell out the information printed in the header section:

TL Name

Street Address

City

ZIP Code

OR LOCATION DESCRIPTION

- *If ALL the information is CORRECT, GO TO QUESTION 4 OF THIS SCRIPT.*
- *If only the TL Name is different:*
 - *On the SC-117, Section A1, write the corrected TL NAME in item 4, "TL Name."*
- *If the STREET NAME is different:*
 - *You may make only minor spelling corrections to the STREET NAME.*
 - *On the SC-117, Section A1, write the MINOR changes to the street name in item 5, "Street Name."*
 - *GO TO QUESTION 4 OF THIS SCRIPT.*
- *If any other address fields have changed (street number, street name, or ZIP Code):*
 - *On the SC-117, TLAC NOTES section:*
 - *Write the corrected full STREET ADDRESS and complete an SC-225, INFO-COMM*
 - *Say, "Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location."*
 - *End the interview.*
 - *In Section A2, TLAC Status section, mark (X) OTHER and write "ADDRESS CHANGE."*

- 4. Will you be open between (Say the Special Census dates)?**

- *If YES, mark (X) YES in Section A1, item 6 of the SC-117 and GO TO QUESTION 5 OF THIS SCRIPT.*
- *If NO, mark (X) NO in Section A1, item 6 of the SC-117, and:*
 - *Say: "Thank you very much for your time and participation. That is all the information that I need."*
 - *End the interview.*
 - *In Section A2, TLAC Status, mark (X) Closed on Special Census Day.*
- *If DON'T KNOW, mark (X) DON'T KNOW in Section A1, item 6 of the SC-117 and GO TO QUESTION 5 OF THIS SCRIPT.*

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5. Is this location primarily a (*Ask or verify*):

- Campground (10)
- RV park (20)
- Marina (30)
- Hotel/Motel (40)
- Racetrack (50)
- Carnival/Circus (60)
- Other (90)
- **On the SC-117, Section A1, item 7, mark (X) only one TL Type.**
 - *If most of the units at the TL fall within ONE TL Type Code, apply that TL Type Code to the entire TL.*
 - *If most of the units at the TL DO NOT fall within one TL Type Code, then assign the lowest TL Type Code value to the TL.*
- *If the contact person says that none of the options describes the location, mark (X) **OTHER** and ask for and write the description in the space provided for item 7, SC-117.*
- **GO TO QUESTION 6 OF THIS SCRIPT.**
- **If this is a Group Quarter:**
 - *Say, "Thank you, that is all the information that I need. Someone from the Census Bureau may call you later to complete an interview for this location."*
 - *End the interview.*
 - *On the SC-117:*
 - **In Section A2, TLAC Status section, mark (X) Group Quarter.**
 - *Write the name, telephone number and any other information about the GQ in the NOTES section and contact your supervisor.*
- *If this is a Hotel/Motel, **SKIP TO QUESTION 9b OF THIS SCRIPT.***

6. What types of spaces or units are at this location?

Read the following options:

- Sites
- Pads
- Slips
- Rooms
- Units
- Other – Describe _____
- *On the SC-117, Section A1, item 8, mark (X) as many of the Types of Spaces or Units that apply.*
- *If the contact person says that none of the options describe the location, mark (X) **OTHER** and ask for and write the description in the space provided for item 8, SC-117.*
- **GO TO QUESTION 7 OF THIS SCRIPT.**

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7. What is the MAXIMUM number of spaces or units at this location? *(Include all types of spaces or units at the location).*

- *On the SC-117, Section A1, item 9, enter the maximum number in the space provided.*
- **GO TO QUESTION 8 OF THIS SCRIPT.**

8. We will conduct the Special Census from *(Say the Special Census Dates for your area).*

What is the AVERAGE number of OCCUPIED spaces or units at this location during that time frame?

- *On the SC-117, Section A1, item 10, enter the average number in the space provided. For Housing Units, enter the number of PEOPLE.*
- **SKIP TO QUESTION 10 OF THIS SCRIPT**

9a. Hand the Contact Person the Confidentiality Notice.

Including yourself, how many people will be living or staying at *(Say the ADDRESS NUMBER and STREET NAME on the SC-117)* **on** *(Say the Special Census Date for your area)?*

Another Census worker will come here to conduct an in-person interview for each person living or staying at this location on Special Census Day.

- *On the SC-117, Section A1 item 10, enter the number of people in the space provided.*
- **SKIP TO QUESTION 10 OF THIS SCRIPT.**

9b. For this Hotel/Motel:

Are there any people who live or stay at this hotel/motel on an extended basis, such as weekly basis or a monthly basis?

- **If YES:**
 - *On the SC-117, Section A1:*
 - *In item 11, mark YES.*
 - *In item 7, verify or mark (X) TL Type Code 40, HOTEL/MOTEL (if not already marked)*
 - *In item 8, verify or mark (X) 'Rooms.'*
 - **GO TO QUESTION 9C OF THIS SCRIPT.**
- **If NO:**
 - *On the SC-117:*
 - *In item 11, mark NO.*
 - *In Section A2, TLAC Status section, mark (X) Nonresidential.*
 - **Say:** *"Thank you for your time. That is all the information I need. Someone from the Census Bureau may call you later to complete an interview for this location."*
 - **End the interview.**

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9c. We will conduct the Special Census (*Say the Special Census dates for your area*).

For this Hotel/Motel:

What is the average number of occupied rooms where people live or stay on an extended basis, such as a weekly basis or a monthly basis during that time frame?

- On the SC-117, Section A1 item 10, enter the number of rooms occupied by long term guests.
- **GO TO QUESTION 10 OF THIS SCRIPT.**

10. What is the best day and time to conduct the Special Census at this location between (*Say the Special Census Dates in your area*)?

- On the SC-117, Section A1, item 12, enter the date and time, mark (X) a.m. or p.m., and then mark (X) YES or NO in item 13.
- **GO TO QUESTION 11 OF THIS SCRIPT.**

11. Are there any specific instructions that Census Bureau staff need to know to be able to count the people at this location; for example, are there gated communities, locked entrances, etc.?

- On the SC-117, Section A1:
 - **If YES:** Mark (X) YES in item 14, and then mark (X) all the situations that apply.
 - **If NO:** mark (X) NO in item 14.
- **GO TO QUESTION 12 OF THIS SCRIPT.**

12. Are there any people at this location that do not speak or understand English?

- On the SC-117, Section A1:
 - **If YES:** Mark (X) YES in item 15, then ask, “What languages do they speak?” (For example, Spanish, Vietnamese, Korean) and write the language(s) spoken in the space provided.
 - **If NO:** Mark (X) NO in item 15.
- **GO TO QUESTION 13 OF THIS SCRIPT.**
- If a housing unit, **SKIP TO QUESTION 14 OF THIS SCRIPT.**

13. Do you have a printed site map for us to use?

- On the SC-117, Section A1:
 - **If YES,** mark (X) YES in item 16. **ASK FOR 5 MAPS.**
 - **If NO,** mark (X) NO in item 16.
 - **GO TO QUESTION 14 OF THIS SCRIPT.**

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- 14. On** (*say the **DATE/TIME** scheduled in item 12 of the SC-117*), Special Census staff will arrive at your location and present an official Special Census photo ID badge.

We ask that you let the people living or staying here know that the Census Bureau will be conducting the Special Census at that time and encourage their cooperation. Someone from the Special Census Office will contact you before to the appointment as a reminder and to discuss further details. We appreciate your cooperation.

If a Housing Unit, say: That is all the information I need. Thank you very much for your time and participation. If you have any additional questions, please call the Special Census Office at (provide telephone number) or visit our website at census.gov/programs-surveys/specialcensus.html.

Otherwise, ask: Are you responsible for any additional locations, either at this address or elsewhere?

- **If YES**, on the SC-117, Section A1, mark (X) YES in item 17 and **GO TO QUESTION 15 OF THIS SCRIPT**.
- **If NO**, on the SC-117, Section A1, mark (X) NO in item 17 and end the interview.

- 15. What is the name and address of the other location(s) you are responsible for?**

- *If the case is in your workload (you have an SC-117 with the **TL NAME and ADDRESS**), use this script (SC-688) and the other SC-117 to complete an interview for that additional transitory location.*
- *If the case is **NOT** in your workload (you do **NOT** have an SC-117 for the additional TL):*
 - *Write the additional **TL NAME/ADDRESS/CONTACT NAME/TELEPHONE NUMBER** in the NOTES section of the SC-117.*
 - *Say, “Thank you for this information. We will check our files to see if we have these locations and may contact you another time to complete an interview for each location.”*
 - *End the interview.*
 - *Complete an SC-225, INFO-COMM with the new TL information and notify your supervisor.*

*****MAKE NO OTHER ENTRIES ON THE SC-117
BELOW SECTION A2, TLAC STATUS SECTION*****