



Before a search can be made of the census records for the person you requested, you must furnish an address and the name of the person with whom they were living (head of household). Please review the instructions below and complete the information on the next page. If the information requested is not received within 90 days, this request will be closed.

#### INSTRUCTIONS

To make it possible to locate an individual's census record the applicant must provide thorough and accurate address information FOR THE DAY THESE CENSUSES WERE TAKEN.

- If residing in a city, it is necessary to furnish the house number, the name of the street, city, county, state, and the name of the parent or other head of household with whom residing at the time of the census. **1970-2020 Request – It is VERY IMPORTANT to provide a house number and street name or rural route and box number. Always include a ZIP Code.**
- If residing in a rural area, it is VERY IMPORTANT to furnish the township, district, precinct or beat, AND the direction and number of miles from the nearest town. You may also include a map of where the person lived to aid in locating the applicant for the census year requested. The map may be hand-drawn, or an existing printed map on which the applicant clearly marks where the person lived. The map should include physical features like landmarks, intersecting roads, closest towns, etc.

Return this letter after completing the table on the next page to:

U.S. Census Bureau  
Personal Census Search Unit  
PO Box 1545  
Jeffersonville, IN 47131-0001.

**IF YOU NEED HELP**, call 812–218–3046, Monday through Friday, 7:00 a.m. through 4:30 p.m. Eastern Time

Census date	Number and street	City, town, township	County and State	Name of person with whom living (head of household)
April 15, 1910				
Jan. 1, 1920				
April 1, 1930				
April 1, 1940				
April 1, 1950				
April 1, 1960				
April 1, 1970				
		ZIP Code		
April 1, 1980				
		ZIP Code		
April 1, 1990				
		ZIP Code		
April 1, 2000				
		ZIP Code		
April 1, 2010				
		ZIP Code		
April 1, 2020				
		ZIP Code		

The average time it should take you to fill out the information requested on this letter (BC-658) including the time spent reading instructions, is 6 minutes. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears at the top of page 1 confirms this approval. If this number were not displayed, respondents would not be required to respond. Send any comments concerning this collection by email to <fld.decennial.oversight@census.gov>. Use "Paperwork Reduction Project 0607-0117" as the subject.

The information provided to us may be shared with other Census Bureau staff for the work-related purposes per the published routine uses as identified in the Privacy Act System of Records Notice COMMERCE/Census-6, Population Census Records for 1910 and All Subsequent Decennial Censuses. Furnishing this information is voluntary. Failure to do so may affect the Census Bureau's ability to provide the information requested.

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify you or your household. Title 13, United States Code, Section 8(a) permits release to the person whom the information pertains or to their legal representative. Several Federal laws protect your privacy and keeps your answers confidential (Title 5, U.S.C., Section 552a and Title 13, U.S.C., Section 9).

