

Certification Services

Instructions for Completing Section I of Form BC-1869(EF)

Please answer questions 1-8 in Section I.

1. Today's Date:

The date you are filling out this form.

2. Number of Certificates requested:

If more than one copy is needed, indicate how many, and, on a separate piece of paper, provide addressee name, title, office, and mailing address for each additional certificate. (See Frequently Asked Questions at <http://www.census.gov/mso/www/certification/GUPCPFAQ.html#6>) There is a \$35 fee for each additional copy.

3a. Governmental Unit or Entity Name:

The name of the governmental unit or entity name for which you are requesting certification.

3b. County or Counties:

Provide the county or counties in which this governmental unit or entity is in.

3c. Name of highest elected official for this Governmental Unit or Entity.

4a. Contact Name:

The name of the person filling out this form, i.e., requestor.

4b-i. Self explanatory.

Note: Since we ship via Federal Express, no P.O. boxes are accepted.

5a. Type of action precipitating need for certification:

Choose one.

5b. Effective date of action (mm/dd/yy):

The date on which the governmental unit or entity was established or incorporated.

6a. Type of certification requested:

Annual: Certificate received after October 1 of calendar year. Available only if boundaries included in the population certification were effective as of January 1 of the current calendar year and funds for the population certification are committed by February 1 of the current calendar year.

Expedited: We will send your certificate within 3 months of request. Provide the date the certificate is needed by. CUSTOMER MUST RETURN MAPS AS SOON AS POSSIBLE. See Frequently Asked Questions at <http://www.census.gov/mso/www/certification/GUPCPFAQ.html#7>, for more information on Expedited Requests.

6b. If expedited, date certification needed (mm/dd/yy):

Note that GUPCP requests take approximately 3 months to process, and the Census Bureau cannot begin processing until the full fee is collected from the customer.

7. Were the boundaries included in the requested population certification reported in the current or previous year's Boundary and Annexation Survey?:

If you are not sure, check the following web site to see if your governmental unit or entity is listed:

<http://www.census.gov/geo/www/bas/bas03/bas2k3uv.html>

8. List any facilities to be included within the boundaries:

A facility could be college dormitories, nursing homes, military barracks, or prisons that were enumerated during Census 2000 that you believe should be included within the new boundaries you report. If NONE, check box. This will help us to ensure their inclusion as part of the certification.

Customer Approval:

The Customer Services Center will confirm the price and case number of your request and ask for your approval, your initials and the date. We will then call you regarding payment.

If you need further assistance to complete Section I of this form, please contact the Census Bureau's Geographically Updated Population Certification Program staff on 301-763-2419 or the Customer Services Center staff on 301-763-INFO (4636).

NOTE: Failure to meet deadlines may result in increased costs and delays to customer.