

PLEASE TYPE INFORMATION

FORM **BC-1869(EF)**
(1-9-2003)

U.S. DEPARTMENT OF COMMERCE
ECONOMICS AND STATISTICS ADMINISTRATION
U.S. CENSUS BUREAU

Geographically Updated Population Certification Program Request

Section I – CONTACT INFORMATION – (Complete items 1–8)

1. Today's date		2. No. of certificates requested	
3a. Governmental unit or Entity name	b. County(ies)	c. Name of highest elected official for this Governmental Unit or Entity	
4a. Contact name			
b. Address 1			
c. Address 2			
d. City		e. State	f. ZIP Code
g. Telephone number		h. Fax number	
i. E-mail address			
5a. Type of action causing the certification request: <input type="checkbox"/> New incorporation <input type="checkbox"/> Annexation <input type="checkbox"/> Other – <i>Specify</i> _____ <input type="checkbox"/> Merger/Consolidation <input type="checkbox"/> De-annexation			b. Effective date of action (mm/dd/yy):
6a. Type of certification requested: <input type="checkbox"/> Annual <input type="checkbox"/> Expedited (See instructions on reverse BEFORE answering.)			b. If expedited, date certification needed (mm/dd/yy)
7. Were the boundaries included in the requested population certification reported in the current or previous year's Boundary and Annexation Survey? (See instructions on reverse BEFORE answering.) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure			
8. List any facilities to be included within the new boundaries: <input type="checkbox"/> None			
Name		Address	
_____		_____	
<i>If more space is needed, use a blank page to continue and be sure to put your name at the top.</i>			

Where to send this request (If you have any questions, please phone **301-763-INFO (4636)**).

E-mail to: MSO.Certify@census.gov <i>(Attach form)</i>	Fax to: Customer Services Center/MSO 301-457-4714
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Price/Case No.	Customer approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Initials	Date
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Section II – FOR INTERNAL USE ONLY – Do NOT write below this line

Line 1	MSO tracking number	Date received
Line 2	MSO/POP product ID	GEO/NPC product ID
Line 3	Additional certificates Product ID	Comments
Line 4	MSO to POP date	POP to GEO date GEO to NPC date
Line 5	GEO to POP date	POP to MSO date
Line 6	Date product sent to customer	FedEx tracking code
Line 7	Additional certificates sent	FedEx tracking code

NOTE: Failure to meet set deadlines may result in increased costs to the customer.