

APPENDIX E.

Facsimiles of Respondent Instructions and Questionnaire Pages

Your Guide for the 1990 U.S. Census Form

This guide gives helpful information on filling out your census form. If you need more help, call the local U.S. census office. **The telephone number is on the cover of the questionnaire.** After you have filled out your form, please return it in the **envelope** we have provided.

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CENSUS '90

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

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How to Fill Out Your Census Form

Please use a black lead pencil only. Black lead pencil is better to use than ballpoint or other pens. Most questions ask you to fill in the circle, or to print the information. See **Example** below.

Make sure you print answers for everyone in this household. If someone in the household, such as a roomer or boarder, does not want to give you all the information for the form, print at least the person's name and answer questions 2 and 3. A census taker will call to get the other information directly from the person.

There may be a question you cannot answer exactly. For example, you might not know the age of an elderly person or the price for which your house would sell. Ask someone else in your household; if no one knows, give your best estimate.

Instructions for individual questions begin on page 3 of this guide. They will help you to understand the questions and answer them correctly.

If you have a question about filling out the census form or need assistance, call the local U.S. census office. **The telephone number is given on the cover of the questionnaire.**

If you do not mail back your census form, a census taker will be sent out to assist you. But it saves time and your taxpayer dollars if you fill out the form yourself and mail it back.

Example

a. Age	b. Year of birth	a. Age	b. Year of birth
<input checked="" type="checkbox"/> 41	<input checked="" type="checkbox"/> 1949	<input checked="" type="checkbox"/> 09	<input checked="" type="checkbox"/> 1981
0 0 0 0 0	1 8 0 0 0 0	0 0 0 0 0	1 8 0 0 0 0
1 0 1 0 1	9 1 0 1 0	1 0 1 0 1	9 1 0 1 0
2 0 2 0	2 0 2 0	2 0 2 0	2 0 2 0
3 0 3 0	3 0 3 0	3 0 3 0	3 0 3 0
4 4 4 0	4 4 4 0	4 4 4 0	4 4 4 0
5 0 5 0	5 0 5 0	5 0 5 0	5 0 5 0
6 0 6 0	6 0 6 0	6 0 6 0	6 0 6 0
7 0 7 0	7 0 7 0	7 0 7 0	7 0 7 0
8 0 8 0	8 0 8 0	8 0 8 0	8 0 8 0
9 0 9 0	9 0 9 0	9 0 9 0	9 0 9 0

Your Answers Are Confidential

The law authorizing the census (Title 13, U.S. Code) also provides that your answers are confidential. No one except census workers may see your completed form and they can be fined and/or imprisoned for any disclosure of your answers. Only after 72 years can your individual census form become available to other government agencies (whether federal, state, county, or local). Until then, no other person or business can see your individual report.

The same law that protects the confidentiality of your answers requires that you provide the information asked in this census to the best of your knowledge.

Information collected from the decennial census is used for a variety of statistical purposes. Census information is used to find out where funding is most needed for schools, health centers, highways, and other services. Census results are used by members of public and private groups—including community organizations—and by businesses and industries, as well as by agencies at all levels of government.

Instructions for Questions 1a through 7

- 1a.** List everyone who lives at this address in question 1a. If you are not sure if you should list a person, see the rules on page 1 of the census form. If you are still not sure, answer as best you can and fill in "Yes" for question H1a or H1b, as appropriate.

If there are more than seven people in your household, please list all the persons in question 1a, complete the form for seven people, and mail it back in the enclosed envelope. A census taker will call to obtain the information for the additional persons.

- b.** If everyone listed in question 1a usually lives at another address(es), print the address(es) in 1b.

- 2.** Fill one circle to show how each person is related to the person in column 1.

If **Other relative** of the person in column 1, print the exact relationship such as son-in-law, daughter-in-law, grandparent, nephew, niece, mother-in-law, father-in-law, cousin, and so on.

If the **Stepson/stepdaughter** of the person in column 1 also has been legally adopted by the person in column 1, mark **Stepson/stepdaughter** but do not mark **Natural-born or adopted son/daughter**. In other words, **Stepson/stepdaughter** takes precedence over **Adopted son/daughter**.

- 4.** Fill ONE circle for the race each person considers himself/herself to be.

If you fill the **Indian (Amer.)** circle, print the name of the tribe or tribes in which the person is enrolled. If the person is not enrolled in a tribe, print the name of the principal tribe(s).

If you fill the **Other API** circle [under **Asian or Pacific Islander (API)**], **only** print the name of the group to which the person belongs. For example, the **Other API** category includes persons who identify as Burmese, Fijian, Hmong, Indonesian, Laotian, Bangladeshi, Pakistani, Tongan, Thai, Cambodian, Sri Lankan, and so on.

If you fill the **Other race** circle, be sure to print the name of the race.

If the person considers himself/herself to be **White, Black or Negro, Eskimo or Aleut**, fill one circle only. Please do not print the race in the boxes.

The **Black or Negro** category also includes persons who identify as African-American, Afro-American, Haitian, Jamaican, West Indian, Nigerian, and so on.

All persons, regardless of citizenship status, should answer this question.

- 5.** Print age at last birthday in the space provided (print "00" for babies less than 1 year old). Fill in the matching circle below each box. Also, print year of birth in the space provided. Then fill in the matching circle below each box. For an illustration of how to complete question 5, see the **Example** on page 2 of this guide.

- 6.** If the person's only marriage was annulled, mark **Never married**.

- 7.** A person is of Spanish/Hispanic origin if the person's origin (ancestry) is Mexican, Mexican-Am., Chicano, Puerto Rican, Cuban, Argentinean, Colombian, Costa Rican, Dominican, Ecuadoran, Guatemalan, Honduran, Nicaraguan, Peruvian, Salvadoran, from other Spanish-speaking countries of the Caribbean or Central or South America, or from Spain.

If you fill the **Yes, other Spanish/Hispanic** circle, print one group.

A person who is not of Spanish/Hispanic origin should answer this question by filling the **No (not Spanish/Hispanic)** circle. Note that the term **"Mexican-Am."** refers only to persons of Mexican origin or ancestry.

All persons, regardless of citizenship status, should answer this question.

Instructions for Questions H1a through H6

- H1a.** Refer to the list of persons you entered in question 1a on page 1. If you left anyone out of your list because you were not sure if the person(s) should be listed, answer question H1a as **Yes**. Then enter the name(s) and reason(s) why you did not list the person(s) on the lines provided. Otherwise, answer question H1a as **No**.
- b.** If you included anyone on your list even though you were not sure that you should list the person(s), answer question H1b as **Yes**. Then enter the name(s) and reason(s) why you listed the person(s) on the lines provided. Otherwise, answer question H1b as **No**.
- H2.** Fill only one circle.
Count all occupied and vacant apartments in the house or building. Do not count stores or office space.
Detached means there is open space on all sides, or the house is joined only to a shed or garage. *Attached* means that the house is joined to another house or building by at least one wall that goes from ground to roof. An example of **A one-family house attached to one or more houses** is a house in a row of houses attached to one another.
A mobile home or trailer that has had one or more rooms added or built onto it should be counted as a *one-family detached house*; a porch or shed is not considered a room.
- H3.** Count only whole rooms in your house, apartment, or mobile home used for living purposes, such as living rooms, dining rooms, kitchens, bedrooms, finished recreation rooms, family rooms, etc. Do not count bathrooms, kitchenettes, strip or pullman kitchens, utility rooms, foyers, halls, half-rooms, porches, balconies, unfinished attics, unfinished basements, or other unfinished space used for storage.
- H4.** Housing is owned if the owner or co-owner lives in it. Mark **Owned by you or someone in this household with a mortgage or loan** if the house, apartment, or mobile home is mortgaged or there is a contract to purchase. Mark **Owned by you or someone in this household free and clear (without a mortgage)** if there is no mortgage or other debt. If the house, apartment, or mobile home is owned but the land is rented, mark this question to show the status of the house, apartment, or mobile home.
Mark Rented for cash rent if any money rent is paid, even if the rent is paid by persons who are not members of your household, or by a federal, state, or local government agency.
Mark Occupied without payment of cash rent if the unit is **not** owned or being bought by the occupants and if money rent is **not** paid or contracted. The unit may be owned by friends or relatives who live elsewhere and who allow occupancy without charge. A house or apartment may be provided as part of wages or salary. Examples are: caretaker's or janitor's house or apartment; parsonages; tenant farmer or sharecropper houses for which the occupants do not pay cash rent; or military housing.
- H5a.** Answer H5a and H5b if you live in a one-family house or mobile home; include only land which you own or rent.
- b.** A business is easily recognized from the outside; for example, a grocery store or barber shop. A medical office is a doctor's or dentist's office regularly visited by patients.
- H6.** If this is a house, include the value of the house, the land it is on, and any other structures on the same property. If the house is owned but the land is rented, estimate the combined value of the house and the land. If this is a condominium unit, estimate the value for your house or apartment including your share of the common elements. If this is a mobile home, include the value of the mobile home and the value of the land. If you rent the land, estimate the value of the rented land and add it to the value of the mobile home.

Instructions for Questions H7a and H7b

- H7a.** Report the rent agreed to or contracted for, even if the rent for your house, apartment, or mobile home is unpaid or paid by someone else.
If rent is paid: Multiply rent by: If rent is paid: Divide rent by:

By the day 30 4 times a year 3
By the week 4 2 times a year 6
Every other week 2 Once a year 12
- b.** Answer **Yes** if meals are included in the monthly rent payment, or you must contract for meals or a meal plan in order to live in this building.

What the Census Is About – Some Questions and Answers

Why are we taking a census?

The most important reason for taking a decennial census is to determine how many representatives each state will have in Congress.

What does the Census Bureau do with the information you provide?

The individual information collected in the census is grouped together into statistical totals. Information such as the number of persons in a given area, their ages, educational background, the characteristics of their housing, etc., enable government, business, and industry to plan more effectively.

How long have we been taking the census?

The first census was taken in 1790 in accordance with the requirement in the first article of the constitution. A census has been taken every 10 years since. The 1990 Decennial Census marks the 200th anniversary of the census.

How are you being counted?

Census forms are delivered to all households a few days before census day. Households are requested to fill out the form and mail it back to the census office.

Why the Census Asks Certain Questions

Here are a few reasons for asking some of the questions.

It is as important to get information about people and their houses as it is to count them.

Name? Names help make sure that everyone in a household is counted, but that no one is counted twice.

Value or rent? Government and planning agencies use answers to these questions in combination with other information to develop housing programs to meet the needs of people at different economic levels.

CENSUS '90

OFFICIAL 1990 U.S. CENSUS FORM



Thank you for taking time to complete and return this census questionnaire. It's important to you, your community, and the Nation.

The law requires answers but guarantees privacy.

By law (Title 13, U.S. Code), you're required to answer the census questions to the best of your knowledge. However, the same law guarantees that your census form remains confidential. For 72 years--or until the year 2062--only Census Bureau employees can see your form. No one else--no other government body, no police department, no court system or welfare agency--is permitted to see this confidential information under any circumstances.

How to get started--and get help.

Start by listing on the next page the names of all the people who live in your home. Please answer all questions with a black lead pencil. You'll find detailed instructions for answering the census in the enclosed guide. If you need additional help, call the toll-free telephone number to the left, near your address.

Please answer and return your form promptly.

Complete your form and return it by April 1, 1990 in the postage-paid envelope provided. Avoid the inconvenience of having a census taker visit your home.

Again, thank you for answering the 1990 Census.
Remember: Return the completed form by April 1, 1990.

Para personas de habla hispana --

(For Spanish-speaking persons)

Si usted desea un cuestionario del censo en español, llame sin cargo alguno al siguiente número: **1-800-CUENTAN**
(o sea 1-800-283-6826)

U.S. Department of Commerce
BUREAU OF THE CENSUS
FORM D-1

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Page 1

The 1990 census must count every person at his or her "usual residence." This means the place where the person lives and sleeps most of the time.

1a. List on the numbered lines below the name of each person living here on Sunday, April 1, including all persons staying here who have no other home. If EVERYONE at this address is staying here temporarily and usually lives somewhere else, follow the instructions given in question 1b below.

Include

- Everyone who usually lives here such as family members, housemates and roommates, foster children, roomers, boarders, and live-in employees
- Persons who are temporarily away on a business trip, on vacation, or in a general hospital
- College students who stay here while attending college
- Persons in the Armed Forces who live here
- Newborn babies still in the hospital
- Children in boarding schools below the college level
- Persons who stay here most of the week while working even if they have a home somewhere else
- Persons with no other home who are staying here on April 1

Do NOT include

- Persons who usually live somewhere else
- Persons who are away in an institution such as a prison, mental hospital, or a nursing home
- College students who live somewhere else while attending college
- Persons in the Armed Forces who live somewhere else
- Persons who stay somewhere else most of the week while working

Print last name, first name, and middle initial for each person. Begin on line 1 with the household member (or one of the household members) in whose name this house or apartment is owned, being bought, or rented. If there is no such person, start on line 1 with any adult household member.

LAST	FIRST	INITIAL	LAST	FIRST	INITIAL
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

1b. If EVERYONE is staying here only temporarily and usually lives somewhere else, list the name of each person on the numbered lines above, fill this circle → ○ and print their usual address below. DO NOT PRINT THE ADDRESS LISTED ON THE FRONT COVER.

House number	Street or road/Rural route and box number	Apartment number
City	State	ZIP Code
County or foreign country	Names of nearest intersecting streets or roads	

NOW PLEASE OPEN THE FLAP TO PAGE 2 AND ANSWER ALL QUESTIONS FOR THE FIRST 7 PEOPLE LISTED. USE A BLACK LEAD PENCIL ONLY.

	PERSON 1	PERSON 2
<p>Please fill one column → for each person listed in Question 1a on page 1.</p>	<p>Last name</p> <p>First name Middle initial</p>	<p>Last name</p> <p>First name Middle initial</p>
<p>2. How is this person related to PERSON 1?</p> <p>Fill ONE circle for each person.</p> <p>If Other relative of person in column 1, fill circle and print exact relationship, such as mother-in-law, grandparent, son-in-law, niece, cousin, and so on.</p>	<p>START in this column with the household member (or one of the members) in whose name the home is owned, being bought, or rented.</p> <p>If there is no such person, start in this column with any adult household member.</p>	<p>If a RELATIVE of Person 1:</p> <p><input type="radio"/> Husband/wife <input type="radio"/> Brother/sister</p> <p><input type="radio"/> Natural-born or adopted son/daughter <input type="radio"/> Father/mother</p> <p><input type="radio"/> Stepson/stepdaughter <input type="radio"/> Grandchild</p> <p><input type="radio"/> Other relative →</p> <p>If NOT RELATED to Person 1:</p> <p><input type="radio"/> Roomer, boarder, or foster child <input type="radio"/> Unmarried partner</p> <p><input type="radio"/> Housemate, roommate <input type="radio"/> Other nonrelative</p>
<p>3. Sex</p> <p>Fill ONE circle for each person.</p>	<p><input type="radio"/> Male <input type="radio"/> Female</p>	<p><input type="radio"/> Male <input type="radio"/> Female</p>
<p>4. Race</p> <p>Fill ONE circle for the race that the person considers himself/herself to be.</p> <p>If Indian (Amer.), print the name of the enrolled or principal tribe. →</p> <p>If Other Asian or Pacific Islander (API), print one group, for example: Hmong, Fijian, Laotian, Thai, Tongan, Pakistani, Cambodian, and so on. →</p> <p>If Other race, print race. →</p>	<p><input type="radio"/> White</p> <p><input type="radio"/> Black or Negro</p> <p><input type="radio"/> Indian (Amer.) (Print the name of the enrolled or principal tribe.) →</p> <p><input type="radio"/> Eskimo</p> <p><input type="radio"/> Aleut</p> <p><input type="radio"/> Asian or Pacific Islander (API)</p> <p><input type="radio"/> Chinese <input type="radio"/> Japanese</p> <p><input type="radio"/> Filipino <input type="radio"/> Asian Indian</p> <p><input type="radio"/> Hawaiian <input type="radio"/> Samoan</p> <p><input type="radio"/> Korean <input type="radio"/> Guamanian</p> <p><input type="radio"/> Vietnamese <input type="radio"/> Other API →</p> <p><input type="radio"/> Other race (Print race) →</p>	<p><input type="radio"/> White</p> <p><input type="radio"/> Black or Negro</p> <p><input type="radio"/> Indian (Amer.) (Print the name of the enrolled or principal tribe.) →</p> <p><input type="radio"/> Eskimo</p> <p><input type="radio"/> Aleut</p> <p><input type="radio"/> Asian or Pacific Islander (API)</p> <p><input type="radio"/> Chinese <input type="radio"/> Japanese</p> <p><input type="radio"/> Filipino <input type="radio"/> Asian Indian</p> <p><input type="radio"/> Hawaiian <input type="radio"/> Samoan</p> <p><input type="radio"/> Korean <input type="radio"/> Guamanian</p> <p><input type="radio"/> Vietnamese <input type="radio"/> Other API →</p> <p><input type="radio"/> Other race (Print race) →</p>
<p>5. Age and year of birth</p> <p>a. Print each person's age at last birthday. Fill in the matching circle below each box.</p> <p>b. Print each person's year of birth and fill the matching circle below each box.</p>	<p>a. Age</p> <p>0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/></p> <p>1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/></p> <p>2 <input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/></p> <p>3 <input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/></p> <p>4 <input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/></p> <p>5 <input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/></p> <p>6 <input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/></p> <p>7 <input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/></p> <p>8 <input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/></p> <p>9 <input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/></p> <p>b. Year of birth</p> <p>1 <input checked="" type="radio"/> 8 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/></p> <p>9 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/></p> <p>2 <input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/></p> <p>3 <input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/></p> <p>4 <input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/></p> <p>5 <input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/></p> <p>6 <input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/></p> <p>7 <input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/></p> <p>8 <input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/></p> <p>9 <input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/></p>	<p>a. Age</p> <p>0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/></p> <p>1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/></p> <p>2 <input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/></p> <p>3 <input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/></p> <p>4 <input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/></p> <p>5 <input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/></p> <p>6 <input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/></p> <p>7 <input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/></p> <p>8 <input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/></p> <p>9 <input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/></p> <p>b. Year of birth</p> <p>1 <input checked="" type="radio"/> 8 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/> 0 <input type="radio"/></p> <p>9 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/> 1 <input type="radio"/></p> <p>2 <input type="radio"/> 2 <input type="radio"/> 2 <input type="radio"/></p> <p>3 <input type="radio"/> 3 <input type="radio"/> 3 <input type="radio"/></p> <p>4 <input type="radio"/> 4 <input type="radio"/> 4 <input type="radio"/></p> <p>5 <input type="radio"/> 5 <input type="radio"/> 5 <input type="radio"/></p> <p>6 <input type="radio"/> 6 <input type="radio"/> 6 <input type="radio"/></p> <p>7 <input type="radio"/> 7 <input type="radio"/> 7 <input type="radio"/></p> <p>8 <input type="radio"/> 8 <input type="radio"/> 8 <input type="radio"/></p> <p>9 <input type="radio"/> 9 <input type="radio"/> 9 <input type="radio"/></p>
<p>6. Marital status</p> <p>Fill ONE circle for each person.</p>	<p><input type="radio"/> Now married <input type="radio"/> Separated</p> <p><input type="radio"/> Widowed <input type="radio"/> Never married</p> <p><input type="radio"/> Divorced</p>	<p><input type="radio"/> Now married <input type="radio"/> Separated</p> <p><input type="radio"/> Widowed <input type="radio"/> Never married</p> <p><input type="radio"/> Divorced</p>
<p>7. Is this person of Spanish/Hispanic origin?</p> <p>Fill ONE circle for each person.</p> <p>If Yes, other Spanish/Hispanic, print one group. →</p>	<p><input type="radio"/> No (not Spanish/Hispanic)</p> <p><input type="radio"/> Yes, Mexican, Mexican-Am., Chicano</p> <p><input type="radio"/> Yes, Puerto Rican</p> <p><input type="radio"/> Yes, Cuban</p> <p><input type="radio"/> Yes, other Spanish/Hispanic (Print one group, for example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.) →</p>	<p><input type="radio"/> No (not Spanish/Hispanic)</p> <p><input type="radio"/> Yes, Mexican, Mexican-Am., Chicano</p> <p><input type="radio"/> Yes, Puerto Rican</p> <p><input type="radio"/> Yes, Cuban</p> <p><input type="radio"/> Yes, other Spanish/Hispanic (Print one group, for example: Argentinean, Colombian, Dominican, Nicaraguan, Salvadoran, Spaniard, and so on.) →</p>
<p>FOR CENSUS USE →</p>	<p><input type="radio"/></p> <p><input type="radio"/></p>	<p><input type="radio"/></p> <p><input type="radio"/></p>

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Please make sure you have . . .

- 1. FILLED** this form completely.
- 2. ANSWERED** Question 1a on page 1.
- 3. ANSWERED** Questions 2 through 7 for each person you listed in Question 1a.
- 4. ANSWERED** Questions H1a through H7b on page 3.

Also . . .

- 5. PRINT** here the name of a household member who filled the form, the date the form was completed, and the telephone number at which a person in this household can be called.

Name		Date	
Telephone number →	Area code	Number	<input type="radio"/> Day <input type="radio"/> Night

Then . . .

- 6. FOLD** the form the way it was sent to you.
- 7. MAIL** it back by April 1, or as close to that date as possible, in the envelope provided; no stamp is needed. When you insert your completed questionnaire, please make sure that the address of the U.S. Census Office can be seen through the window on the front of the envelope.

NOTE — If you have listed more than 7 persons in Question 1a, please make sure that you have filled the form for the first 7 people. Then mail back this form. A census taker will call to obtain the information for the other people.

Thank you very much.

The Census Bureau estimates that, for the average household, this form will take 14 minutes to complete, including the time for reviewing the instructions and answers. Comments about this estimate should be directed to the Associate Director for Management Services, Bureau of the Census, Washington, DC 20233, Attn: CEN-90, and to the Office of Management and Budget, Paperwork Reduction Project CEN-90, Washington, DC 20503. Please DO NOT RETURN your questionnaire to either of these addresses. Use the enclosed preaddressed envelope to return your completed questionnaire.