PLEASE TYPE INFORMATION

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

REQUEST FOR OFFICIAL CERTIFICATION

Section I – CONTACT INFORMATION – *(Complete items 1–5)*

1. Today's date	**2.** Date needed

3. Contact

a. Name	**b.** Company

c. Address 1

d. Address 2

e. City	**f.** State	**g.** ZIP Code

h. Telephone number	**i.** Fax number

j. E-mail address

4. Detailed explanation of your certification request *(List exact tables or furnish examples, etc., if possible):*

If more space is needed, use a blank page to continue and be sure to put your name at the top.

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

E-mail to: **MSO.Certify@census.gov**
(Attach form)

Fax to: **Customer Services Center/MSO**
301-763-3842

Section II – FOR INTERNAL USE ONLY – *Do NOT write below this line*

Line 1	Tracking number		Date received	
Line 2	Division assigned	Name	Telephone number	Date sent to division
Line 3	Code	Comments		Price $
Line 4	Customer approval	☐ Yes ☐ No	Date customer returned approval	
Line 5	Date order entered		Order number	
Line 6	DIV to CQAS date			
Line 7	CQAS to MSO date		CQAS tracking code	
Line 8	Date product sent to customer		FedEx tracking code	