



D-1210

2010 CENSUS

QUESTIONNAIRE

REFERENCE BOOK

U.S. Department of Commerce
BUREAU OF THE CENSUS

U S C E N S U S B U R E A U

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* Household and Individual questions are asked on Forms D-1, D-1(UL), D-1(E/S), and D-10. Other unique D-10 (Be Counted!) questions are located on the referenced pages. For detailed question-to-form references, refer to the applicable subject and page.

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INTRODUCTION

This Questionnaire Reference Book (QRB) will be used in the 2010 Census Questionnaire Assistance Centers (QAC). It is important for you to study this book so you will know how to answer respondents' questions.

This QRB will help you to:

- Be more knowledgeable in your job.
- Understand how the 2010 Census questionnaire should be completed.

This QRB will be used just for the following 2010 Census questionnaires:

- Form # **D-1** (Mailout/Mailback)
- Form # **D-1(UL)** (Update Leave)
- Form # **D-1(E/S)** (Bilingual – English/Spanish)
- Form # **D-10** (Be Counted!)

Every question asked is required by law to manage or evaluate federal programs or is needed to meet legal requirements stemming from U.S. court decisions such as the Voting Rights Act.

To the extent possible, all write-in entries should be written in all capital letters. Capital letters are easier to distinguish from one another when handwritten. For example, for Name, respondents should write Carl J. Smith Jr. as "SMITH JR" "CARL" "J" in the appropriate spaces.

If a respondent makes an error in a written answer, they should carefully draw a line through the incorrect entry and write the correct information as close as possible to the entry they lined through. This way, the person who reviews it will know what the respondent intended. If a respondent checked the wrong box, they should draw a line through it and mark the correct box for that question.

NOTE: The questions are numbered differently on the forms. For example, the question on "Age and Date of Birth" is Number 7 on Form D-1 for Person 1 and Number 4 for Person 2 thru 6. However, on Form D-10, the same question is Number 3 for Person 1 and Number 4 for Person 2 thru 5.

HOW MANY PEOPLE

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Question 1:

How many people were living or staying in this house, apartment, or mobile home on April 1, 2010?

Use two digits for the response to this question. If there are only two people living or staying at the housing unit, enter '02'.

Form D-10:

The Be Counted! form (Form D-10) does not ask for the total number of people living or staying in the house, apartment, or mobile home. Instead, a total is created (later) using the information provided for each person listed on the form.

For respondents who are filling out a Be Counted! form, and who are not responding for everyone in the household, refer to the "All of the People or Some of the People" section in this manual (page 18) for further explanation and instructions regarding whom to include on that particular form. For example, when some people from a household have already been listed on another census form, respondents should leave them off of the Be Counted! form so they will not be counted twice in the census.

GUIDELINES ON WHO TO COUNT

Guideline Wording

Forms **D-1**, **D-1(UL)**, & **D-1(E/S)** – Introduction to question 1:

The Census must count every person living in the United States on April 1, 2010.

Before you answer Question 1, count the people living in this house, apartment, or mobile home using our guidelines.

- Count all people, including babies, who live and sleep here most of the time.

The Census Bureau also conducts counts in institutions and other places, so:

- Do not count anyone living away either at college or in the Armed Forces.
- Do not count anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010.
- Leave these people off your form, even if they will return to live here after they leave college, the nursing home, the military, jail, etc. Otherwise, they may be counted twice.

The Census must also include people without a permanent place to stay, so:

- If someone who has no permanent place to stay is staying here on April 1, 2010, count that person. Otherwise, he or she may be missed in the census.

Form D-10 – Front of form:

Who should be listed on this form?

- Include anyone else who was living with you on April 1, 2010 who has not yet been counted.
- Include family members, nonrelatives, and anyone else who lives and sleeps at your address most of the time and has not been counted. Do not forget babies!

Who should NOT be listed on this form?

- Do NOT include anyone who has already been counted in the 2010 Census.
- Do NOT include people living away at college or in the Armed Forces. We will count them at those places.
- Do NOT include anyone in a nursing home, jail, prison, detention facility, etc., on April 1, 2010. We will count them at those places.

Guidelines For Who To Count (applies to both Forms **D-1** and **D-10**):

Use the guidelines provided above Question 1 on Form D-1 (front page) or on the first page of Form D-10 to help determine how many people to include on the form. Report the total number of people on your form who:

- Live or stay at the residence most of the time; OR
- Stayed there on April 1, 2010 and had no permanent place to live; OR
- Stay at the residence more time than any other place they might live or stay.

If no one lives at the address on the form most of the time, enter “0” (zero) as this answer.

Respondents should not mark any other items. Respondents should return the questionnaire in the prepaid envelope.

Include Everyone Living In Your Housing Unit (applies to both Forms **D-1** and **D-10**):

Include everyone on your form if they live or stay in the same “housing unit” (see definition below). Do this even if everyone is not related to one another.

GUIDELINES ON WHO TO COUNT (continued)

If there are people living in a separate “housing unit” (see definition below), they should fill out a separate form—the Be Counted! Form (Form D-10). For example, people living in a basement apartment that has direct access to the outside or has access to the outside through a common (not a private) hallway.

“Housing Unit” definition: A housing unit is any house, townhouse, apartment, mobile home or trailer, single room, group of rooms, or other location that is occupied as a separate living quarters, or if vacant, intended for occupancy as a separate living quarters. A housing unit can exist within, over, or under a structure that appears to be nonresidential or commercial. Housing units must:

- Be separate living quarters, meaning occupants live separately from any other occupants in the building, and
- Have direct access, meaning that the entrance to the living quarters must be directly from the outside of the building or through a common hall.

Special Living Situations (applies to both Forms D-1 and D-10):

If respondents are still unsure whether to include someone on the form, please read this section for more help. This section is organized by headings that describe the types of people and places. See the table below for a list of topics.

Index of Special Living Situations	
Look At Section:	For Types Of People And Places, Such As:
Births and Deaths	Babies and people who passed away
Correctional Facilities	Jails, prisons, detention centers, military disciplinary barracks
Foreign Citizens	Citizens of foreign countries
Group Homes	Workers’ Group Living Quarters (e.g., Job Corps Centers, religious)
Health Care Facilities	Hospice facilities, hospitals, mental hospitals, psychiatric units, nursing facilities, residential treatment center, Veterans Affairs hospital
Merchant Marine	U.S. flag maritime/merchant marine vessels
Military	Barracks, military quarters, military vessels
More Than One Residence	Child custody, seasonal travelers, business travelers
Movers	Moved to a new residence, vacant units
Nonrelatives	Caregivers, domestic workers, foster children or adults, housemates or roommates, roomers or boarders, unmarried partners
Shelters and Outdoor Locations	Domestic violence shelters, emergency and transitional shelters, shelters for victims of natural disasters, nonsheltered outdoor locations, regularly scheduled mobile food vans, soup kitchens
Students	Boarding schools, Bureau of Indian Affairs, college students, foreign students, residential schools
Transitory Locations	Campgrounds, carnivals, circuses, hostels, hotels, motels, racetracks, recreational vehicle (RV) parks
United States Citizens Outside the United States	U.S. citizens outside the United States
Visitors and Travelers	People temporarily away

GUIDELINES ON WHO TO COUNT (continued)

BIRTHS AND DEATHS

Do NOT include on your census form:

- Babies born after April 1, 2010.
- People who die before April 1, 2010.

Do include on your census form:

- Babies born on or before April 1, 2010.
- People who die on or after April 1, 2010.

CORRECTIONAL FACILITIES

Do NOT include on your census form:

- People in correctional residential facilities on April 1, 2010.
- People in federal detention centers on April 1, 2010.
- People in federal and state prisons on April 1, 2010.
- People in local jails and other municipal confinement facilities on April 1, 2010.
- People in military disciplinary barracks and jails on April 1, 2010.
- People in correctional facilities intended for juveniles on April 1, 2010.
→ People in these places will be counted at the facility.

FOREIGN CITIZENS

Do NOT include on your census form:

- Citizens of foreign countries visiting the United States, such as on a vacation or business trip.

Do include on your census form:

- Citizens of foreign countries living in the United States, so long as they are living and sleeping most of the time at the United States address on your form.
- Citizens of foreign countries living in the United States, who are members of the diplomatic community, so long as they are living and sleeping most of the time at the United States address on your form. That could be the embassy, consulate, United Nations facility, or other residences where diplomats live. However, they have the right to refuse to provide any or all information.
- Foreign students living in the United States while attending college in the U.S., so long as they live and sleep most of the time at the address on your form.

GROUP HOMES

Do NOT include on your census form:

- People staying in group homes on April 1, 2010.
→ People in these places will be counted there.

Do include on your census form:

- People staying away in religious group quarters, so long as they live and sleep most of the time at the address on your form.
- People staying away in workers' Group Living Quarters and Job Corps Centers, so long as they live and sleep most of the time at the address on your form.

GUIDELINES ON WHO TO COUNT (continued)

HEALTH CARE FACILITIES

Do NOT include on your census form:

- People in hospitals on April 1, 2010 who have no usual home elsewhere.
- People in mental or psychiatric hospitals on April 1, 2010.
- People in the psychiatric unit of hospitals for long-term non-acute care on April 1, 2010.
- People in nursing facilities or skilled nursing facilities on April 1, 2010.
- Juveniles in residential treatment centers (non-correctional) on April 1, 2010.
- People in military treatment facilities on April 1, 2010 with assigned active duty patients.
→ People in these places will be counted there.

Do include on your census form:

- People staying away in a hospital, so long as they live and sleep most of the time at the address on your form.
- People staying away in in-patient hospice facilities, so long as they live and sleep most of the time at the address on your form.
- Adults staying away in residential treatment centers (non-correctional), so long as they live and sleep most of the time at the address on your form.
- Patients staying away in Veterans Affairs hospitals, except psychiatric units, so long as they live and sleep most of the time at the address on your form.
- Newborn babies staying away in a hospital, so long as they will live and sleep most of the time at the address on your form.

MERCHANT MARINE

Do NOT include on your census form:

- Crews of United States flag maritime or merchant vessels, who on April 1, 2010, were:
 - docked in a foreign port; OR
 - sailing from one foreign port to another foreign port; OR
 - sailing from a U.S. port to a foreign port; OR
 - sailing from a foreign port to a U.S. port.
- Crews of United States flag maritime or merchant vessels that live and sleep most of the time on the vessel.

Do include on your census form:

- Crews of United States flag maritime or merchant vessels docked on April 1, 2010 in a U.S. port or sailing from one U.S. port to another U.S. port, so long as they live and sleep most of the time at the onshore address on your form.
- Crews of U.S. flag maritime or merchant vessels engaged in U.S. inland waterway transportation on April 1, 2010, so long as they live and sleep most of the time at the onshore address on your form.

GUIDELINES ON WHO TO COUNT (continued)

MILITARY

Do NOT include on your census form:

- United States military personnel living in barracks.
- United States military personnel, and dependents living with them, who live on or off a military installation outside the United States.
- United States military personnel on U.S. military vessels with a homeport outside the U.S.
- United States military personnel on U.S. military vessels with a U.S. homeport if they live and sleep most of the time on the vessel.
- People on military vessels if they live and sleep most of the time on the military vessel.
- A person in military disciplinary barracks and jails.
- A person in military treatment facilities on April 1, 2010 with assigned active duty patients.
- All other people living in military quarters.
→ People in these places will be counted there.

Do include on your census form:

- United States military personnel living on an installation or off an installation and NOT in barracks in the U.S., so long as they live and sleep most of the time at the address on your form.
- United States military personnel on U.S. military vessels with a U.S. homeport, so long as they live and sleep most of the time at the onshore U.S. address on your form.
- People on military vessels, so long as they live and sleep most of the time at the onshore U.S. address on your form.
- Patients in general or Veterans Affairs hospitals, except psychiatric units, on April 1, 2010, so long as they live and sleep most of the time at the address on your form.
- Newborn babies still in a Veterans Affairs hospital on April 1, 2010.

MORE THAN ONE RESIDENCE

People may live in multiple places for several reasons. For example, they might live away from home while working to be closer to work. They might live at two or more residences during the month, week or year (i.e., those who travel seasonally). And, sometimes children live in more than one place due to shared custody or other arrangements.

Do include these types of people on your census form:

- People who stay at the address on your form more than anywhere else.
- People staying at the address on your form on April 1, 2010, and their time is equally divided between other places they might stay.

Do NOT complete the form at this address if you are moving out before April 1, 2010 or if the unit will be vacant on April 1st. The census counts people where they live on April 1st. Look for a census form to be delivered at your new address. If no one lives here most of the time, or no one lived here on April 1, 2010, then enter "0" (zero) for your answer.

GUIDELINES ON WHO TO COUNT (continued)

MOVERS

Do NOT include on your census form:

- People who moved out of the residence around (just before, on, or immediately after) April 1, 2010 and who are already listed on a census form for another residence.

Do include on your census form:

- People who moved out of the residence around (just before, on, or immediately after) April 1, 2010 and who are NOT already listed on a census form for another residence.

Do NOT complete a form at this address if you are moving out before April 1, 2010 or if the unit will be vacant on April 1st. The census counts people where they live on April 1st. Look for a census form to be delivered at your new address. If no one lives here most of the time, or no one lived here on April 1, 2010, then select "0" (zero) for your answer.

NONRELATIVES

Include everyone on your census form who lives and sleeps most of the time at the address on your form—even if they are NOT related to anyone living there.

Do include on your census form:

- Roomers or boarders.
- Housemates or roommates.
- Unmarried partners.
- Foster children or foster adults.
- Live-in employees, such as caregivers or domestic workers.

SHELTERS AND OUTDOOR LOCATIONS

Do NOT include on your census form:

- People in domestic violence shelters on April 1, 2010.
- People staying in emergency and transitional shelters with sleeping facilities for people experiencing homelessness on April 1, 2010.
- People at targeted nonsheltered outdoor locations.

Do include on your census form:

- People who live and sleep most of the time at the address on your form, even if they sometimes visit soup kitchens or regularly scheduled mobile food vans.
- People in living quarters for victims of natural disasters, so long as they live and sleep most of the time at the address on your form.

GUIDELINES ON WHO TO COUNT (continued)

STUDENTS

For Parents of Students:

Do NOT include on your census form:

- College students if they do NOT live and sleep most of the time at the parental home—even if they return to the parental home while on break or vacation.
- College students living at and attending college outside the United States.
- People staying in residential schools for people with disabilities on April 1, 2010.
→ People in these places will be counted at the college or school.

Do include on your census form:

- College students if they are living and sleeping most of the time at the parental home.
- Boarding school students living away from their parental home while attending boarding school below the college level, including Bureau of Indian Affairs boarding schools.

For Students:

Do include on your census form:

- People living away from their parental home while attending college—either on-campus or off-campus—if they live and sleep most of the time at the on-campus or off-campus housing.
- Foreign students living and sleeping most of the time in the United States while attending college.

TRANSITORY LOCATIONS

Transitory locations include recreational vehicle (RV) parks, campgrounds, hotels and motels including those on military sites, hostels, marinas, racetracks, circuses, and carnivals.

Do include on your census form:

- People at transitory locations if they live and sleep most of the time at the address on your form.
- People who stay at the address on your form more than anywhere else.
- People staying at the address on your form on April 1, 2010, and their time is equally divided between other places they might stay.

UNITED STATES CITIZENS OUTSIDE THE UNITED STATES

Do NOT include on your census form:

- U.S. citizens living outside the United States.

VISITORS AND TRAVELERS

Do NOT include on your census form:

- People visiting on April 1, 2010 who will return to their usual residence.

Do Include on your census form:

- People temporarily away from their usual residence on April 1, 2010, (such as on a vacation or business trip, visiting, or traveling outside the U.S.), so long as they live and sleep most of the time at the address on your form.
- People temporarily away from the address on your form April 1, 2010 working elsewhere without a usual residence there (e.g., truck driver or traveling salesperson), so long as they live and sleep most of the time at the address on your form.

ADDITIONAL PEOPLE

Forms **D-1, D-1(UL), & D-1(E/S)**; Start here page; Question 2:

Were there any additional people staying here April 1, 2010 that you did not include in Question 1?

Mark *all that apply.*

If there were other people who were staying at this place on or around April 1, 2010, but who were not included in Question 1, then the respondent should choose one or more categories to describe the relationship or situation of these additional people.

Mark the “**Children**” box for anyone not previously counted, such as babies who were born on or before April 1, 2010 OR foster children who were staying at this place on or around April 1, 2010.

Mark the “**Relatives**” box for anyone not previously counted, such as any other relatives who were staying at this place on or around April 1, 2010 and who had no other place where they live and stay, such as a son or daughter (biological, adopted, or step), brother or sister, father or mother, grandchild, parent-in-law, son-in-law, daughter-in-law, cousin, aunt or uncle. Do NOT mark this box if the individual has their own separate living quarters with a separate mailing address.

Mark the “**Nonrelatives**” box for anyone not previously counted, such as roommates, unmarried partners, or live-in caregivers, if they were living at this address on or around April 1, 2010. Do NOT mark this box if the individual has their own separate living quarters with a separate mailing address.

Mark the “**People staying here temporarily**” box for anyone not previously counted, such as individuals who have no other place to live and who were staying at this address on or around April 1, 2010. Do NOT mark this box if there were visitors staying at this address on or around April 1, 2010, who then returned to their usual residence.

Mark the “**No additional people**” box, if there are no such people.

Uses of the Data

Information from this question is used to:

- Identify households with people who are potentially missed in the census.
- Contact people to learn more about the living situations of the people who are in the household.

LIVE OR STAY SOMEWHERE ELSE

Forms **D-1, D-1(UL), & D-1(E/S)**; Start here page; Question 10:

Does Person 1 sometimes live or stay somewhere else?

No Yes — Mark *all that apply*.

Mark the ‘**No**’ box, if there are no other places where an individual lives or stays.

Mark the ‘**Yes**’ box, if a person sometimes lives or stays somewhere else. Also, mark one or more of the boxes below the “Yes” response, indicating the reason why the person lives or stays at the other place.

Mark the ‘**In college housing**’ box for a college student who lives at another address while attending college. That other address could be either: in the United States or outside the United States OR on-campus/off-campus.

Mark the ‘**In the military**’ box for someone who lives or stays at another address while serving in the military, including for the Reserves, national guard, or coast guard. These other places could be either within the United States or overseas, including: military barracks, military bases or military vessels, military treatment facilities, including military hospitals and medical centers, OR off-base housing (i.e., if deployed or stationed temporarily away).

Mark the ‘**At a seasonal or second residence**’ box for someone who lives at two or more residences during a week, month, or year (such as ‘snowbirds’ who have a home in both a warm and a cold climate).

Mark the ‘**For child custody**’ box for children who live at two different residences due to a child custody arrangement, either formal or informal.

Mark the ‘**In jail or prison**’ box for someone who was in a correctional residential facility, federal detention center, federal or state prison, city or county jail, or military disciplinary barrack or jail on April 1, 2010.

Mark the ‘**In a nursing home**’ box for someone who was in a facility on April 1, 2010 that provides 24-hour skilled nursing care.

Mark the ‘**For another reason**’ box for someone who lives or stays somewhere else for any other reason, including someone who is in a residential school for people with disabilities on April 1, 2010 OR someone who lives away most of the time while working, perhaps to stay at a residence that is closer to where they work.

Uses of the Data

Information from this question is used to:

- Identify households with people who are potentially counted in more than one place in the census.
- Contact people to learn more about the living situations of the people who are in the household.

ADDRESS

Form D-10; Start here page; Question 1:

What is the full address of the place you were living on April 1, 2010? *If you have more than one residence, provide the address of the place where you live most of the time.*

- Mark this box if you had no address on Thursday, April 1, 2010. Use the boxes below to identify the location where you stayed. Include city, county, state, ZIP Code, and any other information such as street or park name.

This question appears only on the Be Counted! Form (D-10).

The first part of question 1 (with the checkbox) was designed to note whether someone was experiencing homelessness on April 1, 2010, meaning they had no address where they usually lived and slept. Mark this box if a respondent is filling this form out because their information was not collected on any other census form and they are experiencing homelessness. It is very important that they fill out the address fields as completely as possible to ensure they will be counted in the Census.

- Use the spaces below the checkbox to identify the location where they stayed.
- At a minimum, be sure to include county and state - these are very important!
- Also include any other information such as street, city and park name.
- A park name or similar description should be placed in the "Rural route address" field.

The second part of this question is asking for the full address of the place where the respondent lived most of the time. It is very important that the respondent completely fill out the address fields. It allows the Census Bureau to process the form more accurately and ensures people will be counted in the Census at their correct address.

- Fill in ALL of the fields that apply to the address. House number and street name, city, county, state, and zip code are especially important.
- Be sure to include the apartment number and rural route fields if they apply to the respondent.
- If you have a rural route address where mail is received or only a P.O. Box (and no street address or rural route information), it would be best if you gave us an E911 address if you have one. This is your house number and street address that emergency services would need to locate your house. If you do not have an E911 address, be sure to include a phone number along with the state and city and/or county and state.
- If the street has a directional part (i.e., NW, S, etc.), or an apartment number, be sure that is also included.

If the Census Bureau needs more information, we might call the respondent back, so it is always important to include a phone number.

Uses of the Data

Information from this question is used to:

- Correctly process the data supplied on this form.
- Ensure that the people identified on this form will be counted in the census where they were living on April 1, 2010.

OWN OR RENT

Forms D-1, D-1(UL), & D-1(E/S); Start here; Question 3:

Form D-10; Start here page; Question 2:

Is this house, apartment, or mobile home —

Mark *ONE* box.

This item must be answered for all occupied housing units. Please select the appropriate category for this housing unit.

Mark the **“Owned by you or someone in this household with a mortgage or loan? *Include home equity loans.*”** box if the house, apartment, or mobile home is mortgaged. The unit must be owner-occupied (that is, the owner or co-owner must live in the unit). Include units being bought on land contract or contract to purchase, deed of trust, trust deed, purchase agreement, units built on leased land if the unit is mortgaged and units with reverse annuity mortgage. Include units where owners may be delinquent or in foreclosure on their mortgage as long as the occupants are the owners of record on the existing mortgage or deed of trust. Also include mobile homes with installment loans.

Mortgage

A mortgage is any type of loan secured by real estate. With a mortgage, the borrower has title to the property while the lender has only a claim against the property if the borrower fails to make the required payments.

Deed of Trust or Trust Deed

A deed of trust or trust deed is used in some areas instead of a mortgage and involves a third party, known as the trustee, who is given technical title to the property. Trust deeds, trusts, mortgage bonds, and vendor's liens are types of deeds of trust.

Contract to Purchase

With a contract to purchase, the lender has title to the property, while the borrower has the right to occupy or otherwise use the property so long as he or she makes the required payments. Types of debt such as land contract, contract for deed, and assumption agreement can be considered as contracts to purchase.

Reverse Annuity Mortgage

Reverse annuity mortgages involve borrowing against home equity for retirement or income and sometimes do not need to be repaid until after the owner's death.

Mark the **“Owned by you or someone in this household free and clear (without a mortgage or loan)?”** box if there is no mortgage, home equity loan, or other similar debt on the house, apartment, or mobile home. Include units built on leased land if the unit is owned outright without a mortgage or loan.

Mark the **“Rented?”** box if any rent money is paid or contracted for the housing unit. Include rented condominiums and cooperatives. The rent may be paid by someone who is not living in the house or apartment, such as a relative or friend living elsewhere, or it may be paid by an organization (i.e., a welfare agency). The rent may be paid by cash, check, credit card, etc.

"Continuing care," sometimes called "life care," is a contract between an individual and a housing services provider. The contract requires that shelter, usually a house or apartment, and services such as meals or transportation to shopping or recreation are provided. For these kinds of living arrangements, mark the "Rented" box.

Mark the **"Occupied without payment of rent?"** box if the house or apartment is not owned or being bought by a member of the household and if rent money is not paid or contracted.

Examples:

- A unit provided free to a relative or friend.
- A house or apartment provided free to a janitor, caretaker, or superintendent in exchange for services.
- Housing provided free to members of the clergy.
- Tenant farmer or sharecropper houses for which the occupants do not pay cash rent.
- Military housing.

Uses of the Data

Information from this question is used to:

- Determine fair market rents.
- Assess neighborhood stability.
- Identify areas targeted for housing rehabilitation loans.
- Provide state funding for home energy assistance to low-income persons and families under the Low-Income Home Energy Assistance Program.

TELEPHONE NUMBER

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Question 4:

Form D-10; Start here page; Question 3:

What is your telephone number? *We may call if we don't understand an answer.*

The complete telephone number should be entered, including area code. This information is needed in case a census worker has to contact the respondent or someone in the household in order to clarify information provided on the questionnaire.

ARE YOU FILLING OUT THIS FORM FOR ALL OF THE PEOPLE

Form D-10; Start here page; Question 4:

Are you filling out this form for ALL of the people who were living or staying at this address on April 1, 2010?

This question appears only on the be counted form (D-10) and is designed to note whether someone is responding for an entire household or just for some of the people in the household.

Mark the "Yes" box if the respondent is completing this form for every person who was living or staying at this address on April 1, 2010. For example, if a respondent did not receive a census questionnaire in the mail and no one who lived at this address on April 1, 2010 was counted in the census.

Mark the "No" box if there are people living or staying at this address who were already counted on another census form, and the respondent is filling out this form for someone else that lives or stays at this address but was not counted. For example, a respondent whose roommates filled out their census questionnaire, but only listed themselves and did not include the respondent.

If a respondent is filling out a Be Counted! Form and they are experiencing homelessness; they should mark the "Yes" box. Respondents should also already have marked the box in Question 1 to indicate that you had no address on Thursday, April 1, 2010.

Uses of the Data

Information from this question is used to:

- Correctly process the data supplied on this form.
- Correctly combine information from this form with information provided on another form(s) representing the same address for which this respondent is providing information.

NAME

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Person 1(Question 5); Persons 2-6(Question 1):
Form D-10; Persons 1-5(Question 1):

What is Person 1's name? *Print name below.*

Who to List

List each person who usually lives in this residence, including those people staying here who have no other home. See "WHO TO COUNT" on page 4 for information about whether a person should be counted in this household or somewhere else.

FORM D-1, D-1(UL), & D-1(E/S): Respondents should be sure to provide names for every person that was counted in Question 1.

FORM D-10: Respondents should be sure to provide names for everyone in the household who have **not** already been counted on another census form.

How to List

For Person 1, enter the name of the owner or renter of the house, apartment, or mobile home. If an owner or renter does not live there, enter the name of any adult living there. Person 1 must be at least 15 years old. Enter the person's legal name, that is, the name used to sign checks and other important papers. Record the first name, middle initial (MI), and last name. If a person uses a junior or senior, enter it that way. Entries should be written in all capital letters.

Example:

- Carl J. Smith Jr.

Enter "SMITH JR" in the Last Name field, "CARL" in the First Name field, and "J" in the MI field.

For a newborn infant who does not yet have a given name, enter "INFANT" in the First Name field and then enter the infant's last name in the Last Name field (i.e., JONES, INFANT).

Uses of the Data

Information from this question is used to:

- Help ensure that people are not counted twice in the Census.
- Help eliminate simple errors like counting "Mary Jones" as a male.
- Allow you, and only you, to obtain a record from the Census Bureau at a later time if necessary for proving age, citizenship, or family relationship. Some people need this information to qualify for Social Security benefits, to obtain passports, and to have official proof for other purposes.
- Give the public the opportunity to complete family history and help conduct other types of historical research after 72 years, when the Census data becomes public.

SEX

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Person 1(Question 6); Persons 2-6(Question 3);
Form D-10; Persons 1-5(Question 3):

What is Person 1's sex? *Mark ONE box.*

Mark the box that indicates the person's biological sex.

Uses of the Data

Information from this question is used to:

- Support funding for projects such as evaluating how the United States population's vital, social, and health statistics vary by sex.
- Analyze social characteristics of males and females to predict future needs for childcare.
- Evaluate housing policies and practices.

HOUSEHOLD RELATIONSHIP

Forms D-1, D-1(UL), & D-1(E/S); Persons 2-6 (Question 2):

Form D-10; Persons 2-5 (Question 2):

How is this person related to Person 1? Mark *ONE* box.

Mark the appropriate box indicating how this person is related to Person 1 (Householder).

Relationship to Person 1 (Householder):

Mark the “**Husband or wife**” box if this person is married to and living with Person 1. People in formal marriages, as well as people in common-law marriages, are included.

Mark the “**Biological son or daughter**” box if this person is a son or daughter of Person 1 by birth, regardless of the age of the child.

Mark the “**Adopted son or daughter**” box if this person is a son or daughter of Person 1 by legal adoption, regardless of the age of the child. If a stepson or stepdaughter of Person 1, or any other relative or nonrelative (for example, a foster child), has been legally adopted by Person 1, the child is then classified as an adopted child.

Mark the “**Stepson or stepdaughter**” box if this person is a son or daughter of Person 1 through marriage but not by birth, regardless of the age of the child. If Person 1 has legally adopted a stepson or stepdaughter, the child is then classified as an adopted child.

Mark the “**Brother or sister**” box if this person is a brother or sister of Person 1, including stepbrothers, stepsisters, and brothers and sisters by adoption. Brothers-in-law and sisters-in-law should be included in the “Other relative” category.

Mark the “**Father or mother**” box if this person is a father or mother of Person 1, including a stepparent or adoptive parent. Fathers-in-law and mothers-in-law should be included in the “Parent-in-law” category.

Mark the “**Grandchild**” box if this person is a grandson or granddaughter of Person 1. Great grandchildren and great-great grandchildren should be included in the “Other relative” category.

Mark the “**Parent-in-law**” box if this person is a mother-in-law or father-in-law of Person 1. A mother-in-law or father-in-law, by definition, is a parent of the spouse of Person 1.

Mark the “**Son-in-law or daughter-in-law**” box if this person is a spouse of a child of Person 1.

Mark the “**Other relative**” box if this person is any household member related to Person 1 by birth, marriage, or adoption, but not included specifically in another relationship category (e.g., brother-in-law, grandparent, nephew, aunt, cousin, and so forth).

Mark the “**Roomer or boarder**” box if this person is not related to Person 1 and lives in a room in the household of Person 1. Some sort of cash or noncash payment (e.g., chores) is usually made for their living accommodations.

Mark the “**Housemate or roommate**” box if this person is not related to Person 1 and who shares living quarters primarily to share expenses. This category is limited to persons 15 years and older. In the case of the roommate having a child, that child should be listed as a nonrelative of Person 1 if that child is not related to Person 1.

Mark the “**Unmarried partner**” box if this person is not related to Person 1, who shares living quarters, and who has a close personal relationship with Person 1. This includes people in domestic partnerships and civil unions.

Mark the “**Other nonrelative**” box if this person is not related by birth, marriage, or adoption to Person 1 and who is not described by the nonrelative categories of roomer or boarder, housemate or roommate, or unmarried partner. Unrelated foster children or unrelated foster adults are included in this category.

Uses of the Data

Information from this question is used to:

- Plan and administer programs promoting the well being of families and children.
- Contribute to the United States population’s vital, social, and health statistics.

AGE AND DATE OF BIRTH

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Person1(Question 7); Persons 2-6(Question 4);
Form D-10; Persons 1-5(Question 3):

What is Person 1's age and what is Person 1's date of birth?

Please report babies as age 0 when the child is less than 1 year old.

AGE

Enter this person's age as of April 1, 2010. The Census collects a person's age as of April 1, 2010 and not the date the questionnaire is actually completed. Do not round the age up if the person is close to having a birthday. Report age in whole years; do not record fractions or decimals. If a respondent does not know the exact age, please provide an estimate. For babies who are not yet 1 year old, enter "0."

DATE OF BIRTH

Enter the month, day, and four-digit year of birth in the spaces provided.

Month

Do not enter names or abbreviations of months. Use the two-digit identification for each month, e.g. "06" for June, "12" for December, etc. If the respondent does not know the month, leave the month field blank.

Day

Use two digits for the day, e.g., "06" for the sixth day of the month, "12" for the twelfth day of the month, etc. If the respondent does not know the day, leave the day field blank.

Year

Enter all four digits of the year. If the respondent does not know the year, leave the year field blank.

Uses of the Data

Information from this question is used to:

- Forecast the need for hospitals, health services, and retirement homes.
- Distribute funds for programs for older adults under the Older Americans Act.
- Enforce the bilingual election requirements under the Voting Rights Act.
- Collect the United States population's vital, social, and health statistics.

HISPANIC, LATINO, OR SPANISH ORIGIN

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Person 1(Question 8); Persons 2-6(Question 5);
Form D-10; Persons 1-5(Question 4):

Is Person 1 of Hispanic, Latino, or Spanish origin?

Both the Hispanic origin and race questions must be answered. The Hispanic, Latino, or Spanish origin question must be answered for each member of the household.

People of Hispanic, Latino, or Spanish origin are those who trace their origin or descent to Mexico, Puerto Rico, Cuba, Spanish-speaking countries of Central or South America, and other Spanish cultures. Origin can be considered as the heritage, nationality group, lineage, or country of birth of the person or the person's parents or ancestors before their arrival in the United States.

People of Hispanic, Latino, or Spanish origin may be of any race.

Mark the "**No, not of Hispanic, Latino, or Spanish origin**" box if this person is not Hispanic, Latino, or Spanish, or if this person is of another origin, such as German, English, Irish or Italian.

Mark the respective "Yes" box if this person identifies with a Hispanic, Latino, or Spanish group, such as Mexican, Mexican American, Chicano; Puerto Rican; or Cuban.

Mark the "**Yes, another Hispanic, Latino, or Spanish origin**" box if this person identifies with a group not listed, and then report the name of that origin.

Uses of the Data

Information from this question is used to:

- Collect the United States population's vital, social, and health statistics.
- Meet legislative redistricting requirements.
- Monitor compliance of the bilingual election requirements under the Voting Rights Act.
- Identify segments of the population who may not be getting needed medical services under the Public Health Service Act.
- Meet guidelines mandated in the October 1997 revised standard for the classification of federal data on race and ethnicity.

RACE

Forms D-1, D-1(UL), & D-1(E/S); Start here page; Person 1(Question 9); Persons 2-6(Question 6):
Form D-10; Persons 1-5(Question 5):

What is Person 1's race? Mark *one or more boxes.*

The Census Bureau collects race data in accordance with guidelines provided by the U.S. Office of Management and Budget (OMB), and these data are based on self-identification. The race response categories shown on the questionnaire are collapsed into the five minimum race groups identified by the OMB, and the Census Bureau's "Some other race" category. The racial categories included in the following text generally reflect a social definition of race recognized in this country, and not an attempt to define race biologically, anthropologically or genetically. In addition, it is recognized that the categories of the race items include racial and national origin or socio-cultural groups. People may choose to report more than one race to indicate their racial mixture, such as "American Indian" and "White."

People who identify their origin as Hispanic, Latino, or Spanish may be of any race.

The race question must be answered for each member of the household.
Mark all boxes for the appropriate races.

Mark the "**White**" box if this person has origins in any of the original peoples of Europe, the Middle East, or North Africa. This includes people who indicate their race as "White" or report entries such as Irish, German, Italian, Lebanese, Near Easterner, Arab, or Polish.

Mark the "**Black, African Am., or Negro**" box if this person has origins in any of the Black racial groups of Africa. This includes people who indicate their race as "Black, African American, or Negro," or provide written entries such as African American, Afro-American, Kenyan, Nigerian, or Haitian.

Mark the "**American Indian or Alaska Native**" box if this person has origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment. This category includes people who indicate their race as "American Indian or Alaska Native," and/or provide written entries such as Navajo, Blackfeet, Inupiat, Yupik, Canadian Indian, French American Indian, or Spanish American Indian.

Mark any of the Asian boxes if this person has origins of any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. This includes "Asian Indian," "Chinese," "Filipino," "Korean," "Japanese," "Vietnamese," and "Other Asian."

Mark the “**Asian Indian**” box if this person indicates their race as “Asian Indian” or identifies themselves as Bengalese, Bharat, Dravidian, East Indian, or Goanese.

Mark the “**Chinese**” box if this person indicates their race as “Chinese” or identifies themselves as Cantonese, or Chinese American. In some census tabulations, written entries of Taiwanese are included with Chinese while in others they are shown separately.

Mark the “**Filipino**” box if this person indicates their race as “Filipino” or who reports entries such as Philipino, Philippine, or Filipino American.

Mark the “**Japanese**” box if this person indicates their race as “Japanese” or who reports entries such as Nipponese or Japanese American.

Mark the “**Korean**” box if this person indicates their race as “Korean” or who provides a response of Korean American.

Mark the “**Vietnamese**” box if this person indicates their race as “Vietnamese” or who provides a response of Vietnamese American.

Mark the “**Other Asian**” box if this person provides a write-in response of an Asian group, such as Bangladeshi, Bhutanese, Burmese, Cambodian, Hmong, Laotian, Indochinese, Indonesian, Iwo Jiman, Madagascar, Malaysian, Maldivian, Nepalese, Okinawan, Pakistani, Singaporean, Sri Lankan, Thai, or Other Asian, not specified.

Mark the “**Native Hawaiian**” box if this person indicates their race as “Native Hawaiian” or identifies themselves as “Part Hawaiian” or “Hawaiian.”

Mark the “**Guamanian or Chamorro**” box if this person indicates their race as such, including written entries of Chamorro or Guam.

Mark the “**Samoan**” box if this person indicates their race as “Samoan” or who identifies themselves as American Samoan or Western Samoan.

Mark the “**Other Pacific Islander**” box if this person provides a write-in response of a Pacific Islander group, such as Carolinian, Chuukese (Trukese), Fijian, Kosraean, Melanesian, Micronesian, Northern Mariana Islander, Palauan, Papua New Guinean, Pohnpeian, Polynesian, Solomon Islander, Tahitian, Tokelauan, Tongan, Yapese, or Other Pacific Islander, not specified.

Mark the “**Some other race**” box if this person is not included in the "White," "Black or African American," "American Indian or Alaska Native," "Asian," and "Native Hawaiian or Other Pacific Islander" race categories described above. Respondents providing entries such as multiracial, mixed, interracial, or a Hispanic, Latino, or Spanish group (for example, Mexican, Puerto Rican, Cuban, or Spanish) in the "Some other race" write-in space are included in this category.

People who are of two or more races may chose to provide two or more races either by checking two or more race response check boxes, by providing multiple responses, or by some combination of check boxes and other responses.

Uses of the Data

Information from this question is used to:

- Assess home mortgage lending patterns of financial institutions to meet the credit needs of minorities.
- Meet legislative redistricting requirements.
- Monitor compliance with the Voting Rights Act by local jurisdictions.
- Assess racial disparities in health and environmental risks.